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Susan Raber

LIS 1101

Professor Guthrie

Stocking the Shelves: *Selection, Acquisition, Cataloging, and Classification/Processing*

10/5/2020

For this new library collection, I chose historical fiction for middle grade and young adult readers. Historical fiction is a great way to introduce diverse people, places, and cultures to young readers.

SELECTION

I've selected the following materials:

1. *The Truth According to Us* by Annie Barrows (audiobook)
2. *The Daughters of Yalta* by Catherine Grace Katz (ebook)
3. *All Thirteen* by Christina Soontornvat (book)
4. *Hidden Figures* (DVD)
5. *The Boy in the Striped Pajamas* (book)
6. *The Boy in the Striped Pajamas* (DVD)
7. *Washington Black* by Esi Edugyan (book)
8. *The Night Tiger* by Yangsze Choo (audio CD)
9. *Choose Your Own Adventure SPIES: James Armistead Lafayette* (trade paperback)
10. *The Greatest Showman* (DVD)
11. *All He Knew* by Helen Frost (book)
12. *The Summer We Found the Baby* by Amy Hest (ebook)
13. *Beyond Me* by Annie Donwerth-Chikamatsu (book)
14. *John Lewis: Good Trouble* (DVD)
15. *Echo Mountain* by Lauren Wolk (audiobook)
16. *We Dream of Space* by Erin Entrada Kelly (book)
17. *When Stars Are Scattered* by Victoria Jamieson, Omar Mohamed (graphic novel)
18. *Zoo* (DVD)
19. *Letters From Cuba* by Ruth Behar (audiobook)
20. *On the Horizon* by Lois Lowry, Kenard Pak (audiobook)
21. *Goodbye, Christopher Robin* (DVD)

All of the books chosen have received positive reviews and represent some of the best stories about human perseverance and courage. They also reveal the ubiquity of the human experience, regardless of the time and place where the story happens.

In *The Night Tiger* by Yangsze Choo, the young protagonists are drawn into a compelling mystery threaded with the country's folklore in 1930's Malaysia. *Echo Mountain* is a poetic novel about a family rebuilding their lives in rural Maine. The author, Lauren Wolk, has been described as the story-telling successor to Harper Lee.

Letters From Cuba explores a cross-cultural friendship during World War II. Lois Lowry tells her own story in *On The Horizon*, a poetic memoir of her experiences during World War II. For *The Truth According to Us*, author Annie Barrows thoroughly researched the Federal Writers' Project, a program during the Great Depression that created jobs for historians, librarians and writers. I chose to obtain these as audiobooks because of their literary quality and challenging subject matter.

Less historical fiction and more of a historic adventure is told in *All Thirteen*, the story of the Wild Boars soccer team who were trapped inside a flooded cave in northern Thailand for 18 days.

A great book and movie combination is *The Boy in the Striped Pajamas*, which offers the experience on the page and the screen.

Washington Black is a particularly timely story of a twelve-year-old slave on a sugar plantation in Barbados, and the white man who befriends him.

For a unique story about a young person who is differently-abled, *All He Knew* is about six-year-old Henry who becomes deaf after an illness, and is sent to a home.

Beyond Me is another free verse novel, and describes the experiences of 10-year-old Maya during the devastating 2011 earthquake off the coast of Japan that was followed by a tsunami.

For me personally, the Challenger explosion still feels like recent history, but for middle grades, it's much further in the past. *We Dream of Space* explores the effect of the Challenger explosion through a trio of siblings who are looking forward to see the launch during their science class.

For movies that are enlightening, educational, inspiring, as well as entertaining, I selected: *John Lewis: Good Trouble*, another timely selection telling the story of a Civil Rights icon; *Zoo* makes kids the heroes as they rescue a baby elephant during the Belfast blitz; *Goodbye Christopher Robin* is another biopic of the author of one of the most beloved children's book characters in the history of teddy bears; *The Summer We Found the Baby* is an engaging and heartwarming story during war-time America; *The Daughters of Yalta* tells of the unique opportunity of three daughters chosen by their fathers to travel with them to the 1945 Yalta Conference; *When Stars Are Scattered* is a graphic novel illustrating the childhood of Omar Mohamed and his little brother in a refugee camp in Kenya; *Choose Your Own Adventure SPIES: James Armistead Lafayette* allows young readers to put themselves in the shoes of a former-slave-turned-spy during the American Revolution.

Classification & Processing

I used the Dewey Decimal System to classify the selections I chose because it is the system with which the general public is most familiar. Most of the selections will either be in the Children's and/or Young Adult sections, both fiction and nonfiction.

ACQUISITIONS & CATALOGING

Title	Author	Publish Date; Edition	Publisher	Format	Price	Purchase from	Shipping	Reviewed at	Review URL	ISBN	Library	Library URL	Library Availability	WorldCAT Catalog Record URL	WorldCAT Availability	OCLC Accession #	Dewey Decimal Number Label	Subject Headings Comments
The Night Tiger	Choo, Yangsze	2019; First Edition	Flatiron Books	Audio CD	\$28.96	Amazon	\$0.00	Kirkus Reviews	https://tinyurl.com/y63js9f9	9781250316981	Greene County Public Library	https://tinyurl.com/y4wqhae	one audio download license via Overdrive	https://tinyurl.com/y4juqr8q	only available as a book or ebook	1031551009	Dewey 813/.6 C	Over 22 subject headings, wide range of subjects from FICTION -- Fairy Tales, Folk Tales, Legends & Mythology to Mothers-Daughters to Malaysia.
The Truth According to Us	Barrows, Annie	2015	Penguin Random House Audio	Audiobook	\$27.50	Audiobooks.com	\$0.00	Washington Post	https://tinyurl.com/yxwplkeq	9781101889930	Greene County Public Library	https://tinyurl.com/y54ydbi	available as a book, ebook, audio download via Overdrive, and audio CD	https://tinyurl.com/y48sv4uv	10 listings for books, audio CD, audio download	899153122	Dewey 813/.6 B	Several different subject headings; Historians, Family Secrets, Depressions, Manners and Customs
On the Horizon	Lowry, Lois; Pak, Kenard	2020; First Edition	Houghton Mifflin Harcourt	Audiobook	\$8.00	Audiobooks.com	\$0.00	The New York Times	https://tinyurl.com/yysz3atf	9780358129400	Greene County Public Library	https://tinyurl.com/y34e2brb	one book available	https://tinyurl.com/y5rnkker	available as a download via Overdrive	1149014105	Dewey 940.54/25219540922 L	Several subject headings, mostly related to World War II, Japan & Hiroshima
Letters From Cuba	Behar, Ruth	2020; First Edition	Nancy Paulsen Books	Audiobook	\$18.00	Audiobooks.com	\$0.00	Kirkus Reviews	https://tinyurl.com/y39j5vs9	9780525516477	Greene County Public Library	https://tinyurl.com/y2umsh4y	one book on order	https://tinyurl.com/y4gfb53	available as a download via Overdrive	1190755759	Fic Beh	Over 10 subject headings such as Refugees, Immigrants, Jews--Cuba.
Echo Mountain	Wolk, Lauren	2020; First Edition	Penguin Random House Audio	Audiobook	\$25.00	Audiobooks.com	\$0.00	The New York Times	https://tinyurl.com/y3exo85z	9780525555568	Greene County Public Library	https://tinyurl.com/y4kpro6	no audio versions available	https://tinyurl.com/y6vnbua	available on audio CD	1145701868	Fic Wol	Nearly 30 subject headings including Healing, Family Life, Mountains, 1929 Maine.
Washington Black	Edugyan, Esi	2018	Knopf	Book	\$19.10	Amazon.com	\$0.00	The New Yorker	https://tinyurl.com/y5uktsxe	9780525521426	Greene County Public Library	https://tinyurl.com/y3f2qzbt	4 copies available	https://tinyurl.com/y4zgdndh	10 listings for books, including large print, and audiobooks	1019837790	Dewey 813/.6 E	Several subject headings, such as Voyages & Travels, Slavery, History-African American, Action & Adventure Fiction
All Thirteen	Soontornvat, Christina	2020; First Edition	Candlewick	Book	\$24.99	Amazon.com	\$0.00	Kirkus Reviews	https://tinyurl.com/y4vz9zg	9781536209457	Greene County Public Library	https://tinyurl.com/y4kvw8a8	2 copies of the book on order	https://tinyurl.com/y2kzcoee	4 listings for books, audio CDs, and audio downloads	1137838585	Dewey 904 S	No subject headings listed for this book
The Boy in the Striped Pajamas	Boyne, John	2006 First American Edition	David Fickling Books	Book	\$10.99	Amazon.com	\$0.00	BookPage	https://tinyurl.com/y4rquzw	9780385751896	Greene County Public Library	https://tinyurl.com/y2beccto	7 copies of the book available	https://tinyurl.com/y6c6h7rt	7 listings including books, audiobooks, and DVD	62421097	Fic By	Over 20 subject headings, including Holocaust, Concentration Camps, Friendship
Beyond Me	Donwerth-Chikamatsu, Annie	2020; First Edition	Atheneum/Caitlyn Dlouhy Books	Book	\$15.16	Amazon.com	\$0.00	Publisher's Weekly	https://tinyurl.com/y4b8e5zc	No results	No results	No results	No results	https://tinyurl.com/y4kvtmq	3 listings, books and audiobooks	1112139686	Fic Don	Several subject headings, including Families, Earthquakes, and Survival
We Dream of Space	Entrada Kelly, Erin	2020; First Edition	HarperCollins/GreenWillow	Book	\$15.29	Amazon.com	\$0.00	The School Library Journal	https://tinyurl.com/y3b7zdy	9780062747303	Greene County Public Library	https://tinyurl.com/y5li44z	6 copies of the book on order, 2 ebooks available	https://tinyurl.com/y5s3acd	6 listings for books and an audiobook via Overdrive	1111771477	Fic Ent	Almost 20 unique headings such as Sceicne Projects, Twins, Accidents, and Challenger (Spacecraft)
All He Knew	Frost, Helen	2020; First Edition	Farrar, Straus and Giroux	Book	\$16.68	Amazon.com	\$0.00	Publisher's Weekly	https://tinyurl.com/yv2bc2hr	No results	No results	No results	No results	https://tinyurl.com/yvli4gdu	3 listings, one book and two audiobooks	1104328046	Fic Fro	Over 10 unique subject headings, including Deaf, Conscientious Objectors, Inmates of Institutions, Novels in Verse
The Boy in the Striped Pajamas	Boyne, John; Herman, Mark	2008	Miramax Films	DVD	\$9.99	Amazon.com	\$0.00	RogerEbert.com	https://tinyurl.com/s8ql22	9780788884023	Greene County Public Library	https://tinyurl.com/y4fhgum3	3 copies available	https://tinyurl.com/y5hj3arn	10 listings for the DVD	277005652	Dewey 791.43/72 Motion Picture	Many subject headings like Boys, Friendships, Prisoners of War, Holocaust, 1939-1945 -- Poland -- Drama.
Goodbye Christopher Robin	Curtis, Simon	2017	Fox Searchlight Pictures	DVD	\$7.99	Amazon.com	\$0.00	The Guardian	https://tinyurl.com/y74jzwx	9786317109506	Greene County Public Library	https://tinyurl.com/y6pki49	10 copies available	https://tinyurl.com/yvodfxxor	10 listings	1020287208	Dewey 791.43/72 Motion Picture	Several subject headings including Winnie-the-Pooh, Fathers and sons, Biographical films
Zoo	Mcivor, Colin	2018	Samuel Goldwyn Films	DVD	\$11.99	Amazon.com	\$0.00	Variety	https://tinyurl.com/y4q8s23y	860066001539	Greene County Public Library	https://tinyurl.com/y3n6hg7w	4 copies available	https://tinyurl.com/y4o3uyyb	10 listings	1037278651	Dewey 791.43/72 Motion Picture	Variety of subject headings like Boys. Elephants. Military campaigns

ACQUISITIONS & CATALOGING

Title	Author	Publish Date; Edition	Publisher	Format	Price	Purchase from	Shipping	Reviewed at	Review URL	ISBN	Library	Library URL	Library Availability	WorldCAT Catalog Record URL	WorldCAT Availability	OCLC Accession #	Dewey Decimal Number Label	Subject Headings Comments
John Lewis: Good Trouble	Porter, Dawn	2020	Magnolia Pictures	DVD	\$13.99	Amazon.com	\$0.00	Variety	https://tinyurl.com/y6mqhuae	876964016995	Greene County Public Library	https://tinyurl.com/y4lbc9q	1 copy available, 1 on order	https://tinyurl.com/y33d0xs	2 listings for the DVD	1181960231	Dewey: 328.73/092 Motion Picture	Interesting subject headings like African American civil rights workers -- Biography. Civil rights workers -- United States -- Biography. Legislators -- United States -- Biography
When Stars Are Scattered	Jameson, Victoria; Mohamed, Omar	2020; First Edition	Penguin Random House	Graphic Novel	\$10.39	Amazon.com	\$0.00	The New York Times	https://tinyurl.com/y372gqiv	9780525553915	Greene County Public Library	https://tinyurl.com/y4qwueq4	4 copies of the ebook available, 4 on order	https://tinyurl.com/y4gfepn7	4 listings, 1 for the ebook via Overdrive	1125275796	Dewey 305.9/06914 092 J	Many unique subject headings like Refugee camps, Kenya, Comic books, strips, etc, Brothers
The Daughters of Yalta	Grace Katz, Catherine	2020; First Edition	Houghton Mifflin Harcourt	Kindle ebook	\$15.99	Amazon.com	\$0.00	The New York Times	https://tinyurl.com/y24uxewm	9780358117827	Greene County Public Library	https://tinyurl.com/y5bdstvi	4 copies of the ebook	https://tinyurl.com/y5avpr3y	4 listings, 1 for the ebook via Overdrive	1143838531	Dewey 940.53/141 K	Several unique subject headings such as World War, 1939-1945 -- Diplomatic history, Yalta Conference, Roosevelt, Anna, 1906-1975, Churchill, Sarah, 1914-1982.
The Summer We Found the Baby	Hest, Amy	2020; First Edition	Candlewick	Kindle ebook	\$9.90	Amazon.com	\$0.00	The School Library Journal	https://tinyurl.com/yxnx3st	9780763660079	Greene County Public Library	https://tinyurl.com/y5almat7	1 copy of the book, no other formats	https://tinyurl.com/y3wxkg9o	3 listings, 1 for the book via Overdrive	1182537377	Fic Hes	Limited subject headings: Families, Abandoned children, Juvenile fiction, Family life
Choose Your Own Adventure SPIES: James Armistead Lafayette	Jones, Kyandrea; Utomo, Gabhor	2019; First Edition	Chooseco	Trade Paperback	\$6.69	Amazon.com	\$0.00	Kirkus Reviews	https://tinyurl.com/y4yav9wh	No results	Greene County Public Library	No results	No results	https://tinyurl.com/yya7gln	2 listings	1104507970	Dewey 813.54 J	Interesting subject headings like Spies, Slaves, African Americans, Plot-your-own-stories
# of selections	19			TOTAL	\$ 296.60		\$ -											

Susan Raber
LIS 2103
Professor Guthrie
Blog & Forums Portfolio
12/4/2020

Original Post

9/17 General technology trends & changes that might affect libraries

Not just #ebooksforall anymore

<https://americanlibrariesmagazine.org/blogs/the-scoop/libraries-react-macmillan-embargo-lift/> (Links to an external site.)

In November of 2019, Macmillan Publishers announced that they would begin limiting library ebook purchases to one copy of each new ebook, and then restrict additional purchases for eight weeks. This sparked an ongoing nationwide controversy, and the American Libraries Association launched a campaign, #ebooksforall, in response.

This action by Macmillan is a major concern for many reasons, but one of the most compelling is that it severely reduces equitable access to information. Only those with higher incomes and more resources are able to quickly and easily have access to the reading material they want, while the poor essentially wait in endless digital lines for the same books.

Many letter writing campaigns were organized to encourage state representatives to create and pass legislation that would require publishers to extend licenses for ebooks to libraries. By March of 2020, the ALA's #eBooksForAll petition had gathered 252,000 signatures. Macmillan offered some compromises, but the ALA was not impressed and maintained its stance.

Possibly because of the COVID-19 pandemic, the president of Macmillan announced on March 17th that they would go back to their original ebook pricing model, and would also be lowering some ebook prices "on a short-term basis to help expand libraries' collections in these difficult times."

This was good news for libraries, now experiencing increased demand for digital content because of COVID.

The ALA has also set their sights on content produced by Amazon, Hulu, and Netflix, all of whom do not currently sell any of their original content to libraries. It's great when publishers recognize the need to partner with libraries to increase access to content, but do the same principles apply to content produced by streaming services?

What does "equal access to information" mean for businesses other than book and ebook publishers? Is it appropriate to use the police power of government to force

companies to share the content they produce? Is there any line that can be reasonably drawn when it comes to equal access?

Justification:

The purpose of this post was to engage on the topic of emerging trends in technology, and how they might be used in libraries. A very popular technology that libraries have embraced is the electronic book. The topic of ebooks has been discussed in great detail from various points of view by authors, publishers, and librarians, but the issue of how they can and should be used by libraries has not been settled.

Chapter Four of the textbook discusses electronic books and recognizes that it is still difficult to foresee how the use of ebooks will develop. This post engages with this topic by examining a current controversy over how one publishing company has handled ebook use for libraries, and ends with questions to spark further discussion.

Response Post

9/16 New applications of technology in the library

Collaborative Learning via Makerspaces: Introducing the 3D Printer

Providing access to new technology is an interesting application of the library's overarching goal of equal access to information. I can understand purchasing computers to provide access and training for patrons, because computers are an essential gateway to a world of information. I am not sure, however, that makerspaces with 3D printers are a good investment of library funds. I am often an early adopter of new technologies, so I have nothing against libraries providing the latest and greatest in tech to their patrons for education and entertainment. However, I do have some concerns about makerspaces, and especially 3D printers.

While books and other educational resources are ubiquitous in libraries, makerspaces and 3D printers are not. It's great that some libraries can afford a 3D printer, the staff to monitor it, and the budget for the materials needed to run it. But this leaves many libraries in low income and rural areas out of the game. If equal access is truly the goal, then funding and training programs need to be in place to level the playing field for all libraries.

Something to consider is that we don't have a technology crisis, we have a literacy crisis. Reading skills are foundational, and without them, STEM education is useless. My concern is that 3D printing and other fun and interesting STEM activities will not include reinforcement of reading skills. The fascination with new, cool, and trendy may even detract from essential reading programs.

Many libraries need more trained staff, as well as funds to expand their printed and digital offerings. Makerspaces and 3D printers are very expensive to operate, and 3D

printers can even be dangerous. Without proper shielding to keep people from touching the machine, patrons can get burned, or injured from getting fingers or hair caught in moving belts and gears. Ventilation is needed to prevent breathing in the volatile organic compounds (VOCs) and nanoparticles from the filament, and the printing waste can be highly flammable. Time, money, and labor should not be funneled into makerspaces if the library is struggling to keep and train their staff, or provide other essential services. Libraries also need to have strict policies in place to prevent the use of any technology for illegal activities.

These are some of the questions that libraries must answer when deciding whether to add makerspaces and 3D printers as offerings, and they are not, in my opinion, minor issues.

Justification:

This was a response to a fellow student's post about makerspaces and 3D printers in libraries. She asks, "Do libraries have an ethical responsibility to monitor patrons use of the 3D printers for piracy issues? Is a 3D printer a good investment of a library's funds?" In my response, I address these questions by expressing my concerns about the dangers of 3D printers and the need for monitoring patrons, as well as staff training. Monitoring and training would increase the amount of funds needed to properly implement 3D printers in makerspaces. I believe my comments addressed the questions she raised and moved the discussion forward.

Original Post

9/17 Technology conflicts/problems related to libraries or core library principles

Technology's Double-Edged Sword:
How Will Libraries Function in a Post-COVID World?

<https://blogs.ifla.org/lpa/2020/04/06/now-and-next-what-a-post-covid-world-may-bring-for-libraries/> (Links to an external site.)

Stephen's Lighthouse linked to an April 2020 article on the IFLA (International Federation of Library Associations and Institutions) blog titled, "Now and Next: What a Post-COVID World May Bring for Libraries."

The COVID-19 pandemic has presented both problems and opportunities for libraries, and has tested how technology can produce as many complications as it solves.

The most obvious benefit of computer technology for libraries has been the ability to connect with patrons through the internet and social media. Libraries have been able to offer ebooks, audiobooks, movies, music, and research portals through their website and third party services like Overdrive and Hoopla. Contact forms and online chat allow

both staff and patrons to interact safely and in compliance with shelter-in-place mandates.

However, libraries serve as an important hub in their communities. For example, they create programming for children, provide resources for low income families, and create accessibility to information for the disabled. When libraries closed because of COVID, many found themselves without the kind of help they had always sought at their local library. Not every patron in the community has access to digital technology, and the local library was their only portal to the resources they needed.

The article attempts to predict some of the ways our libraries have permanently changed because of COVID, including the role technology will play in our recovery. Libraries will be called upon more than ever to help people find the resources they need to recover financially, such as accessing skills training and job search websites.

Libraries will have to find ways meet the increased demand for digital content. Increased demand seems to be a good problem to have, but libraries have limited funds for obtaining licenses and rights to share content. Libraries may face challenges both in terms of budget and navigating copyright laws in order to meet the increased demand for their services.

Students who are learning from home will be depending on their local libraries more for homework help and educational materials. Technology can help with making information more accessible, but library staff are still necessary for guidance and support.

These demands on library staff will increase the need for skills development and training. This is yet another issue that will involve the need for recognition of libraries as essential services, as well as for adequate funding.

For the last few months many of us have been experiencing the good and bad of technology because of COVID. We must continue to deal with this tension calmly and intelligently, and stay focused on meeting the needs of our communities, and our local libraries will play a crucial role in our nation's recovery.

Justification:

The instructions for this post assignment were to find an article about problems and conflicts related to the use of technology in libraries. Because the use of technology has become necessary in order to deal with the COVID-19 crisis, I searched for an article that would offer some perspectives on how libraries are using technology to serve patrons, and whether that use has caused any problems. I believe I explained the crux of the article, and added my own insights and opinions to further move the topic along.

**REVERIE
COMMUNITY
LIBRARY
POLICIES AND
PROCEDURES**

SUSAN RABER

Susan Raber
 Professor Guthrie
 LIS 1111 Access Services in Libraries
 Library Manual

Reverie Community Library Policies & Procedures Manual

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Mission Statement

The Reverie Community Library provides equitable access to a wide variety of materials, programming, and equipment to help meet the personal, educational and cultural needs, and serves as free, safe space for learning, inspiration, and creativity.

Vision Statement

The Reverie Community Library will encourage a spirit of collaboration, exploration, creativity, and skill-building for people of all ages and cultures.

Community

The Reverie Community Library is in Lake County, Tennessee and serves Riverton and its surrounding suburbs. The population of Riverton was 35,000 in 2021, and is home to many young professionals and families. Most of the population identifies as politically conservative. The Riverton Public School system is highly rated, and there are also innovative charter schools in the area that focus on the arts and technology. The library's circulation has risen steadily over the last few years, demonstrating a high demand for library services.

Our Staff

We recognize that libraries are an important source of a wide variety of dependable, accurate information, and the library staff is committed to fulfilling goal through training and continuing education.

Our library strives to be a safe place for both staff and users. We expect users and staff to treat each other with courtesy and respect. We will not tolerate verbal or physical harassment or any other behavior that creates a hostile environment for users or staff.

Our staff currently includes these roles:

- Library Clerks
- Special Collections/Archivist
- Computer Specialist/Associate
- CRM Administrator
- Audio/Visual Media Specialist
- Information Specialist
- Reference Librarian
- Library Director
- Executive Assistant
- Director of Finance
- Circulation Manager
- Director of Public Relations
- Digital Marketing & Services Manager

Staff Assistance

Our librarians are trained to be able to provide assistance and answer questions. However, library staff must try to be available to all users in the library, so their time with one library user is limited. They may recommend books, articles, reference materials, or websites to help users find the information they need. Intensive training sessions on library equipment and computer programs is available during our scheduled user workshops.

- Employee training includes:
 - online coursework in customer service and the library's customer service management systems, policies, and procedures
 - shadowing staff in different departments for a well-rounded view of the library's services, and the encouragement of the entire staff as a team

- observation and feedback by direct supervisor for two weeks, followed by an evaluation and plan for remedial training if necessary
- Training is required for all staff and is personalized for each position to maximize the best user experience for the library's patrons.
- Volunteers are overseen by the Community Program Coordinator, and are required to agree with the library's mission statement, vision, and to comply with all policies and procedures, which includes providing quality customer service if/when the volunteer comes into contact with a library user.

Customer Service

The Reverie Community Library provides a public space that is safe and welcoming for the purpose of providing equitable access for all regardless of age, race, gender, socio-economic status, religion, mental or physical abilities.

As the library seeks to provide this safe space, library users are asked to assist us in preserving this safe space by only engaging in activities and behaviors appropriate to the library, such as:

- Browsing collections and borrowing printed materials, DVDs, and audio CDs
- Reading, studying, and research
- Reading magazines and newspapers
- Watching and listening to audio/visual media in a way that does not disturb other library users
- Seeking guidance and information from staff
- Accessing information databases
- Attending meetings and library workshops and programs
- Accessing the internet and downloading resources

We understand that the library user's experience hinges on the assistance and expertise of our staff. It is our goal to provide the community with a staff that is

- Knowledgeable
- Courteous
- Professional
- Empathic
- Unbiased

Our goal: all library users are able to find the information they need quickly.

Communication Policies

The Reverie Community Library uses a number of methods to communicate with library users and respond to their needs;

- Through clear and highly visible signage, library users are better able to find materials, and understand policies such as circulation and renewal limitations.
- Through the use of digital notifications and printed postcards, all users have the means to be notified of new materials, the number of preferred titles available, due dates and renewal information, the assessment of overdue fees.
- With annual surveys, the library connects with users to adapt to the evolving needs of the community.
- By the integration of library user interviews by staff members during interactions in the library, we can gain real-time feedback on library usage and the needs of patrons.
- Through user feedback forms provided in the library, on our website, and in our app, users are able to provide information and suggestions on their in-library, online, and in-app experiences.
- This information is organized and evaluated by staff on a regular basis to improve effective and personalized customer service through all library channels, in-person and digital.
- The library will respond to all feedback in a timely manner. Users who were not satisfied with their library experience and provide negative feedback will receive a response within one business day.
- The library staff, in compliance with the library's policy, will notify proper channels with customer complaints for appropriate evaluation and follow up by library administration.

Library User Access Policies

We are committed to being adaptable and innovative to better meet the every-changing needs of our community.

All library elements, physical and digital, are reviewed regularly and calibrated to provide the best customer experience for users, including accessibility for vision and hearing impaired, and appropriate assistance for those with physical or mental disabilities.

All library resources reflect our commitment to providing a variety of materials to satisfy the interests and educational needs of our community. We do not exclude materials based on the age, race, gender, socio-economic status, religion, mental or physical abilities of authors and other creators. We strive to provide our local community with a diverse collection of content to fairly represent the wide array of ideas, information, and experiences of the global community.

The only denial of access will be because of the failure to return materials, pay fees, destroy library property, engage in illegal, objectionable, or disruptive behavior in the library or on the library campus.

Labeling of Library Materials

Our library uses labels to assist users in finding library materials and are non-prejudicial.

Labeling indicates reading level, department, genre, language, and other cataloguing information to organize our collections and acts as a guide for users and staff.

The library does not label or limit access based on third-party ratings systems like the MPAA. Any labeling of this kind is part of the item's original packaging. Parents are responsible to guide and limit their child's access to materials they deem age appropriate for their own children.

Library Cards

The Reverie Community Library issues library cards based on residence and levels of access. All card owners agree to comply with all library policies and procedures.

There are five types of library cards:

- Resident
 - Lives in or owns property in Lake County.
- Business
 - Business is located in Lake County.
- Teacher
 - Any licensed teacher who teaches in Lake County, or a homeschool parent who resides in Lake County.
- Child
 - For a child whose parent or guardian is a Reverie Community Library card holder.
- Non-resident
 - Does not work or reside in Lake County.

Resident cards, business card holders, and teacher cards grant access to all library materials, interlibrary loans, computer labs, and all library programs.

Teacher cards have an extended borrow time with no fees assessed for overdue materials.

Non-resident card holders may check out materials from the Reverie Community Library, but may not place a hold on library materials, request an interlibrary loan, access computer labs, or register for library programs.

An application must be completed for each card. There is an online application, and a paper application may be obtained at the reference desk.

- A photo ID with current address must be presented for each application.
- For a child card, the parent or guardian must present their photo ID.
- For a business card, a copy of the business license, utility bill, or tax record must be presented.

New card holders are restricted to a total of five items for the first month. This limit is removed when items are returned.

Card holders are asked to notify the library with any change of address. Cards must be renewed every three years, and the same verification of address is required.

There is a \$2.00 replacement fee for lost cards.

Card holders are responsible for all library materials borrowed with their card. Missing materials will be placed on a hold for three months. If not located in the library or by the card holder, after three months the cost of the lost materials will be billed to the card holders account (maximum amount \$25.00).

Loan Periods, Lending Limits, Renewals, and Overdue Fees

The Reverie Community Library specifies loan periods and limits for different materials to provide equitable access to library materials. To encourage responsible use of library materials, time limits and overdue fees are assessed.

Library materials may be renewed online, over the phone, or in person at the library, with the exception of periodicals and interlibrary loans. A limit of 3 renewals applies to all materials. Items with a hold cannot be renewed.

For resident, business, and child card holders, the loan limits on library materials are:

Material Type	Materials Limit	Loan Period
Books	15	6 weeks

Material Type	Materials Limit	Loan Period
Audiobooks	6	4 weeks
Periodicals	2	2 weeks
Interlibrary loans	2	2 weeks
DVDs and CDs	10	1 week

For teachers:

Material Type	Materials Limit	Loan Period
Books	30	6 weeks
Audiobooks	10	4 weeks
Periodicals	4	2 weeks
Interlibrary loans	6	2 weeks
DVDs and CDs	10	1 week

For non-residents:

Material Type	Materials Limit	Loan Period
Books	10	6 weeks
Audiobooks	3	4 weeks
Periodicals	2	2 weeks
DVDs and CDs	6	1 week

Fees assessed for overdue items:

Material Type	Overdue fee charged per day
Books	.25¢
Audiobooks	.50¢
Periodicals	.25¢
Material Type	Overdue fee charged per day
Interlibrary loans	\$1.00
DVDs and CDs	.50¢

Missing materials will be placed on a hold for three months, after which the cost of the lost materials will be billed to the card holders account. The maximum amount that can be billed is \$25.00.

Use of Digital Materials

Library users agree to use digital materials for personal or educational use only.

Library users must register for an account, and agree not to share their user name and passwords with other individuals.

Borrowing loan periods for digital materials are:

Material Type	Loan Period
eBooks	2 weeks
Audiobooks	2 weeks
Periodicals, comics, graphic novels	1 weeks
Interlibrary loans	1 weeks
Movies and music	2 weeks

Items automatically expire at the end of the borrowing period, and can be checked out again by logging in and repeating the hold/borrow process.

Confidentiality

Personally identifiable information about library users is only kept for the purpose of user history within the library system. Such information will not be sold, shared, or disclosed for any reason except in compliance with properly executed court order.

Holds on Materials

Library card holders can place a hold by requesting materials online, in person, or by phone. Users with an overdue or missing materials balance of \$5 or more cannot place a hold on materials or place a request for an interlibrary loan.

Users are notified when their materials are available by phone, email, or text, depending on which method is specified in the user's account. Items will be held for 7 days. After 7 days, materials will be made available to the next person on the waiting list, or returned to circulation.

Reserve Collection

The Reverie Community Library has placed a Reserve Collection at the circulation desk for high demand library materials. These materials are typically required by local schools and universities for reading and research. Reserve materials can be requested at the circulation desk by library card holders only.

Reserve materials do not leave the Reserve Collection area. The check out time for Reserve materials is 2 hours.

Teachers and professors who are card holders at the Reverie Community Library can place items in the Reserve Collection, including books, textbooks, magazines, DVDs and CDs, copies of articles, the class course of studies, test notes, and course syllabi.

The Integrated Library System

The Reverie Community Library uses an integrated library system (ILS) to track library materials in inventory, materials borrowed, overdue fees, and other recordkeeping necessary for the function of the library.

Library users can access their personal account in the ILS from any computer with their library card number and a Personal Identification Number chosen by the user.

The ILS consists of a catalog, collection information, circulation information, ordering, receiving, and invoicing of materials, interlibrary loans, and access to databases with which the library has a subscription.

The Digital Collection

The Reverie Community Library hosts a digital collection of ebooks, audiobooks, films, graphic novels and comics, and music. This collection is accessed through a collaboration with Overdrive. OverDrive allows libraries to create a digital collection of ebooks, audiobooks, magazines, and films, and music for their community of users. These materials are available through the OverDrive app or the Libby app, ereaders, tablets, MP3 players, and Kindle readers.

OverDrive provides the specifics of limits and loan periods for each user while in the app, based on the availability of the library's collection.

Reverie Special Collection

The Reverie Community Library hosts a small archive of historical documents that users can access by appointment in the reading Room.

- Users must have a current Reverie Community Library card.
- Access is by appointment only, and at least one staff member remains in the Reading Room to supervise the handling of any materials in the Reading Room.
- No food or drink is allowed in the Reading Room.

- Materials cannot be removed from the Reading Room for any reason.
- Copies and photos may be taken of some historic materials that do not contain personally identifiable information.

Interlibrary Loan Policies

Description

The Interlibrary Loans process is when a library does not have desired library materials available, and a user requests that material. The library can obtain the desired material from another library, or provide requested material to another library.

Library materials available for ILL are printed books, magazines, physical audio/visual materials, and digital materials such as magazine articles, audio/visual recording, and textbooks. As with all library user records, materials borrowed through ILL are kept confidential.

Eligibility

Resident card holders, business card holders, and teacher cards grant access to all library materials including interlibrary loans. Non-resident card holders may not request interlibrary loans.

Procedure

The Reverie Community Library uses WorldShare to process interlibrary loans. To process an interlibrary loan, the librarian will use WorldShare to:

1. Search for the requested item
2. Select the appropriate bibliographic record
3. Identify the libraries that have the requested material available
4. Review the supplying library's policies and ensure compliance with U. S. copyright laws
5. Complete the request form, supplying the needed information
6. Submit the request

The borrowed materials become the responsibility of the Reverie Community Library until it is returned to the supplying library.

The borrower will be notified via email or text of the due date three days before the item is due. If the item has not been returned by the due date, the supplying library will be contacted to request renewal for a period of one week. If permitted, the item will be renewed for one additional week, after which overdue items are fined \$1.00 per day up to \$25.00. If materials are lost or damaged, the cost of the materials will be billed to the card holder's account. The

maximum amount that can be billed is \$25.00. The Reverie Community Library will assume any additional replacement fees charged by the supplying library.

Copyright Compliance

Photocopying

The Reverie Community Library observes U. S. Copyright Laws, including limits on photocopying, scanning, or printing library materials. Also, photocopying and printing are limited specifically to the purposes of “private study, scholarship, or research”, or for a purpose consistent with Fair Use.

Photocopying, scanning, and printing requests are limited to:

- No more than one article per patron from the same journal issue if the issue was published within the last five years, one chapter from a book, or less than 10% of the total content of a single book.
- The library will ensure that the materials copied, scanned, or printed are consistent in appearance, legibility, and completeness with the original.

Digital Copies

The Reverie Community Library obtains licensing from publishers to provide access to digital materials. The library purchases a digital copy of an ebook or e-audiobook and agrees to comply with the licensing restrictions imposed by the publisher through metered licensing, which limits the amount of time the library has access to that material, or a perpetual license that allows the library to purchase a permanent digital copy.

Third Party Vendors

Library users access digital materials through the library’s online database, Overdrive, Hoopla, Adobe Digital Editions, and Kanopy. The library obtains the license to access digital materials through these third-party vendors. When library users access digital materials through one of these services, they must agree to comply with their Terms of Service.

Copyright and Media Use

The library’s mission is to provide equal access to information for learning, entertainment, education, research, and more. We also recognize the importance of respecting the creators of intellectual property, and we comply with U. S. Copyright laws.

Our library legally acquires movies, music, television shows, and other audio/visual materials in a variety of formats to lend to users under the First Sale Doctrine. The library may make copies of library materials for educational purposes, or to convert it from one format to another to make it accessible for users with disabilities.

The library's audio/visual may also be used in a public setting for educational, informational, and promotional purposes only.

The library subscribes to streaming services Overdrive and Hoopla, and creates digital audiobook, movie, television, and music collections from their catalogs. Library users must register a personal account with these services, and enter their library card information to use our library's collections. User must comply with the Terms of Service of these streaming services, which are not owned or directed by our library.

Rights and Responsibilities of Users

The Reverie Community Library upholds the rights of users to have free, equal, and equitable access to the materials in our library collections, which includes internet access, digital resources, and computer technology.

When patrons use the library's computers to go online or access the free wireless internet connection, they are agreeing to abide by the library's Code of Conduct and Internet Use Policy.

- All users promise to treat library staff and patrons with respect.
- All users promise to treat library equipment, programs, and materials with respect so that others may also have access.
- Users are not allowed to download or install software or browser extensions to any computer in the library, or attempt to alter computer settings or bypass security or filtering software.
- All users will abide by copyright laws and any applicable licenses that apply to the information accessed while online.
- Users will not engage in illegal or unethical activity while online at the library, including cyber bullying.
- Users will respect the privacy of other library users.

The library limits the use of computers in order to provide equitable access to all. Users must sign up to use the library's computers and other equipment at the reference desk.

Parents are responsible for their child's use of library materials and services. The library does not attempt to limit access to library materials, regardless of the age of the user.

The library takes all reasonable precautions to ensure that networks and digital equipment is secure. However, users are responsible for their own computers, phones, and other devices when connected with the library's network or any of its equipment. The library cannot guarantee privacy or security of the user's personal devices. Users connect to the internet at their own risk, and recognize that any information they post to the library's social media channels or other website is public.

Media Formats

The library endeavors to be aware of new formats and media trends and plans for new formats, technology, and supporting equipment as our budget allows.

DVD: The Reverie Community Library provides materials from diverse sources, but are obtained through distributors in the United States, and must be compatible with equipment sold in the U.S. Therefore, all DVDs are purchased in Region 1 or All Region format when available. The library cannot currently purchase or stock other film formats, such as laserdiscs, 16mm, or VHS videotapes.

Foreign films are purchased in if they have English language subtitles, or are dubbed in English. Movies and television shows are also available through streaming services Overdrive and Hoopla (Users must create a separate account with Overdrive and Hoopla and sign in with their library card to access our library's materials through these services).

Audio: Physical audiobooks are purchased as unabridged CDs when available, and through streaming services Overdrive and Hoopla (Users must create a separate account with Overdrive and Hoopla and sign in with their library card to access our library's materials through these services).

Music is available on CDs at the library, and through streaming services Overdrive and Hoopla (Users must create a separate account with Overdrive and Hoopla and sign in with their library card to access our library's materials through these services).

Library Equipment

Equipment owned by the Library and available for use by library card holders includes:

- Photocopiers
- Printers and scanners
- Computers
- Computer accessories (webcams, headphones, memory card readers)

- DVD players
- Electronic projector
- ebook readers

Use of computers with internet access in the general library area is limited to library card holders over the age of 18, or who have a signed authorization by a parent or guardian.

Users must show their library card and sign up for a time slot (in 30-minute increments) at the reference desk.

Computer accessories may be checked out for use with a personal device but must remain on library property.

DVD players, electronic projectors, and ebook readers are available for check out for periods of one week.

Equipment is available at no cost to the user, with the exception of photocopies and physical scans, which are .03¢ per copy/scan.

Classification System

The Reverie Community Library classifies and catalogs all library materials with the goal of providing an effective means of access for library staff and users. It ensures that materials of the same subject or related subjects will be located together. The library uses the Dewey Decimal Classification System as its primary means of organization.

Collection Organization and Maintenance

The library collections are carefully selected to meet the needs of the community and library users, and to support an educated, democratic society.

Our collection efforts are not an attempt to limit or control the resource available in our library. We strive to acquire a variety of materials in popular formats within our budget. Therefore we weight each item by its individual merit, popularity, format and ability to access, professional recommendations and recognition, and support and projected sustainability.

We believe in equal access for all, and therefore do not consider whether or not an item is controversial or meets with any group's approval or disapproval.

Library materials are also classified by genre, the age of the intended audience, and format. Library displays reflect local and national holidays and recognition months, as well as local interest. Displays are not an attempt to promote a particular agenda.

Library Collections and Locations:

First Floor

- Reference
- Adult Nonfiction
- Adult Fiction
- Children's Fiction
- Children's Nonfiction
- ESL
- Large Print

Second Floor

- Young Adult
- Special Education Collections
- Genealogy
- Archives

Digital collections are classified in the same manner.

Collection Maintenance

Maintenance of the library's collections requires occasional review and sifting to remove materials when

- Outdated in content or format
- Discovered to be inaccurate
- Excessively worn or damaged
- New editions are available
- It is no longer being circulated.

Collection maintenance is overseen by the Library Director.

Materials that are removed are reviewed by the Friends of the Library Committee and selected for inclusion in the annual Friends of the Library Book Sale.

Materials that qualify as having historical significance are maintained in the library's archives, and are accessible to the public by signing at the Reference Desk.

The library staff are trained in the library's classification systems and proper materials locations, and are proficient in checking the library's shelves for materials that are out of place. Staff and volunteers are assigned different areas to ensure that the library's collections are maintained in the proper locations. Materials found to be out of order are placed on the Shelf Reading cart.

Before the end of business each day, these materials are checked against system records, and any discrepancies are corrected. Materials are then reshelved.

Educational Resources

The Reverie Community Library provides support services for local educators and homeschool parents. An educator card is available to any licensed teacher who teaches in Lake County, or a homeschool parent who resides in Lake County. Educator cards grant access to all library materials, interlibrary loans, computer labs, and all library programs. Educator cards also have an extended borrow time of 6 weeks with no fees assessed for overdue materials.

- Education collections: Teachers can request books, audiobooks, DVDs, music CDs for educational purposes. Staff will collect the requested materials for pickup up on the shelves behind the reference desk.
- School visits: Library Staff can be scheduled for on site story times, library talks, and instruction in how to use the library to study and research.
- Discovery Clubs: Discovery Clubs are for elementary age children. Each month a book is chosen for the appropriate age group, and it is discussed during Discovery Club times at the library, which are also broadcast online, and recorded and posted on the library website for later access.
- Discovery Clubs are: K-2nd grade; 3rd grade – 4th grade; 5th grade – 6th grade.
- Educational ebooks: The Reverie Library provides always available collections of ebooks arranged by subject and reading level.
- Learning Coach: Assistance is provided by library staff and volunteers to students 1st – 12th grade whose parents have registered their children for Homework Help.
- Appointments can also be made for high school students who require one-on-one tutoring for study help and research papers.
- Online chat: Students can also ask questions, request guidance with research, and get study tips with the online chat feature on the library website.
- Education Resources: The library offers access to research databases to all library card holders. These databases can be accessed through the library portal on the website using the user's library card number and PIN.

Meeting Rooms and Makerspace

- Meeting Rooms: Meeting rooms are available free of charge during library hours for social and educational purposes, such as workshops, classes, and clubs. Meeting rooms must be reserved by a legal adult.

- The reservation form is available for download online or in the library at the reference desk. Library staff will check the calendar and confirm the reservation via phone or email.
- Audio/visual equipment must also be reserved for use in meeting rooms.
- Bottled water is allowed in the meeting rooms, but no other drinks or food is permitted.
- Makerspace: Makerspaces are available free of charge during library hours, and must be reserved by a legal adult.
 - The reservation form is available online or at the reference desk. Library staff will check the calendar and confirm the reservation via phone or email.
 - A liability waiver must also be completed before the makerspace can be accessed. A permission form must be filled out for all children using the makerspace, along with a completed liability waiver.
 - Children under 12 must be supervised by an adult at all times in the makerspace.
 - Makerspace users are responsible for cleaning up the space after use. The cost of repair or replacement because of damage to any of the library's furniture or equipment will be charged to the adult who signed the permission form.
 - Materials used in the makerspace must be approved by library staff before use.
 - Users agree not to use library equipment to create anything that is illegal or dangerous. No food or drink is allowed in makerspaces.

Library Programming and Recreational Resources

The Reverie Community Library allows meeting spaces to be used by individuals and groups for educational, recreational, and cultural purposes. Meeting rooms are available free of charge during library hours. The reservation form is available for download online or in the library at the reference desk. Library staff will check the calendar and confirm the reservation via phone or email. Audio/visual equipment must also be reserved. Bottled water is allowed in the meeting rooms, but no other drinks or food is permitted.

- Storytimes: Library staff and special guests read award-winning books out loud during scheduled Storytimes. The schedule is posted in the library and online. The registration form is available online or at the Children's Library Welcome Desk, and it is requested that parents fill this form out and submit it in advance to help the library staff prepare for the number of attendees at Storytime. Parents/guardians must accompany their children at all times.

- **Book Clubs:** The Library hosts a Popular Fiction Book Club and a Nonfiction Book Club once a month in the Lake County Room. Library users are welcome to use meeting spaces to start their own book clubs and must follow all meeting space guidelines.

Community Outreach

- **Home Delivery:** The library provides home delivery for homebound library card holders. Homebound is defined as Lake County residents who are unable to visit the library because of age, illness or physical limitations. This includes those who reside in an assisted living facility or nursing home. User may call to request books, audiobooks, music, movies, and magazines, or fill out the Community Outreach form online. Librarians will also choose books and other materials for library users who request it. This is an opt-in service, and materials will be chosen based on the information provided by the user on a reader survey form, or, with permission, reviews the user's past reading history. Items are delivered on Thursdays only, and picked up on a Thursday one month from the delivery date.
- **Bookmobile:** The Reverie Mobile Library is a bookmobile that serves library card holders in Lake County. It regularly visits preschools, public schools, assisted living facilities, and nursing homes with a selection of books, audiobooks, music, movies, and magazines chosen by library staff. The Mobile Library operates on Tuesdays and Thursdays. The location schedule is posted at the library and is also found online. To request a Mobile Library visit for your school or organization, please call the library and fill out the Mobile Library request form.

Security

The security policies of the Reverie Community Library ensure that the library grounds and buildings are managed with the safety of staff, users, resources, and equipment in mind. Strategies have been developed so staff and users are safe and comfortable, and the library facilities, materials, and equipment are secure, preserved, and operating at peak efficiency.

Our goal of providing a safe and comfortable space requires staff and library users to respect proper boundaries and appropriate behavior with regards to the people, library materials and equipment, and furnishings of the library, inside and outside the building.

To protect against viruses and malware, most library computers do not have ports for users to insert memory drives. If users wish to download their work or a resource to a personal memory storage device, the computers located near the Reference Desk are enabled for this purpose.

Library users must check in at the Reference Desk and sign up for an available computer and time slot to gain access.

The Reverie Community Library does not censor access to the internet by library users, except for sites that have been identified as engaging in illegal activity. Users are blocked from accessing sites that depict or condone illegal activity, such as child pornography. The decision as to which sites to filter is made by the Reverie Community Board of Directors and local elected officials.

We employ a Library Security Team who are responsible for ensuring the safety of the staff, library users, their property, and the property of the library. The Security Team regularly patrols the parking lot, library building, and are located at the security desk near the entrance. They can be identified by the insignia on their staff uniforms.

We ask that staff secure their personal property in the lockers provided in the hallway near the Staff Conference Room.

We ask that library users take responsibility for all personal property brought onto library grounds by not leaving any belongings unattended.

If personal property is left behind at the library, please turn in to the Security Team. If the item contains personal or private information, such as a digital device, purse, or wallet, the Security Team will try to contact the owner. All items will be stored in a locked cabinet at the Security Desk for a maximum of six months. After six months, items will be safely and securely disposed of to protect the owner's privacy.

If staff or library users see anyone acting suspiciously or inappropriately, please contact the Security staff immediately.

In the case of a natural disaster, please exit the building calmly using one of the clearly labeled Emergency Exits, located in the front, back, and west side of the building.

Tangible Property

The Reverie Community Library strives to be a safe environment that is ADA-complaint, comfortable, welcoming, and clean, so we may fulfill our mission to provide equitable access to a wide variety of materials, programming, and equipment to help meet the personal, educational and cultural needs of our community.

Library users and staff are required to treat the library facilities, materials, and equipment with respect to preserve their use by future patrons.

The library staff are provided with Reverie Community Library branded shirts with their name, title and department clearly displayed to help library users find assistance quickly, to reduce library anxiety, and remove barriers for library users.

Library materials are protected and preserved by our professional cleaning staff, and the environmental controls that are optimized for the operation of computers and other digital equipment, as well as printed materials.

During the shelf reading process, the library's shelves are cleaned and straightened.

The library's environment is carefully maintained against mold, mildew, and pests. The Library's Conservation Committee, made up of local professionals, reviews the library's environmental systems each quarter, and the library is proactively treated to prevent the infestation of pests that could damage library materials.

Library Security Team

The Reverie Community Library employs a Security Team who oversee the use of the library by staff and library users. They are responsible for securing entrances and exits, operating and monitoring the library's electronic security system and cameras, securing rooms not in use, authorizing and overseeing the after hours use of library facilities, and directing emergency procedures when necessary.

The Security Team can be identified by their uniforms with the library's insignia. They patrol the grounds and buildings at regular intervals, and at least one member of the Security Team is stationed at the Security Desk near the front of the building.

All issues related to the safety and security of the building are the purview of the Security Team. They are tasked preserving and enforcing library policies. This includes (but is not limited to) staff and patron behavior on library grounds or while using library resources; illegal and harmful acts towards oneself, a library user, or member of the staff; acts that could cause damage to library facilities, equipment, or materials; natural disasters; and anything else that could pose a threat to the safety and security of anyone on library grounds, or to the library itself.

Security Team Response

Our goal of providing a safe and comfortable space requires staff and library users to respect proper boundaries and appropriate behavior with regards to others, as well as the library facilities, materials and equipment so that the library's resources can be enjoyed by all.

The Security Team has the authority to take action if anyone interferes with the ability of the public to access to library facilities, or poses a threat to the safety of users and staff, or acts in a way that could cause damage to the library's resources and facilities. If staff or library users see anyone acting suspiciously or inappropriately, please contact the Security staff immediately.

The Security Team only takes action against violations of library policies, and will not act based on the age, race, ethnicity, gender or gender identity, religion, physical or mental disability of any library user.

Patron Behavior

Behaviors in violation of library policies are:

Acts or speech that constitute harassment, intimidation, or threatening of staff or library users, regardless of their age race, religion, ethnicity, gender or gender identity, physical or mental disability, or any other reason. This includes acts or speech that involve unwelcome sexual attention and unwelcome physical or virtual contact, as acts of this nature are considered sexual harassment and intimidation.

If you see anything acts or speech in violation of library policies, please report immediately to a member of the Security Team, who will take appropriate action. This may include reporting the incident to the Riverton Police Department.

Library staff and users are responsible for all personal property brought onto library grounds, and the library is not liable for damage or theft. However, if any person believes their property has been damaged or stolen while on library grounds, they should report immediately to a member of the Security Team, who will take appropriate action. This may include reporting the incident to the Riverton Police Department.

Children in the Library

The Reverie Community Library provides welcomes users of all ages, and endeavors to provide a safe environment for everyone who enters. The safety of children in our library is essential, and the goal of our Code of Conduct policy and Children in the Library policy is to ensure that safety.

The library allows children 12 and older to be in the library unaccompanied by an adult. However, parents and guardians are still responsible for the children in their care, whether they are physically in the library or not. Library staff provide assistance to library users, but do not provide child care. The Library and its staff is not responsible or liable for the safety, care, and supervision of minors.

Children under the age of 12 must be accompanied by an adult, who must remain in the vicinity and within visual contact of their child at all times.

Parents and guardians must provide a signed permission form for children (age 12 and older) whom they wish to be allowed in the library unaccompanied by an adult. This form includes contact information in the event of an emergency.

If a problem arises, such as:

- The child engages in disruptive behavior
- The child becomes ill
- The child has been involved in a confrontation or feels threatened
- The child does not have transportation to home after the library has closed

The library staff will contact the parent or guardian on the permission form. If the parent/guardian is not available, the staff will contact the Riverton Police Department. Children 12 and older are not allowed in the library when school is open unless their permission form states that they are a homeschooled student.

Technology

The Security Team patrols the library grounds at regular intervals, and this includes the areas where the library's computers are located. They help ensure the appropriate use of the library's resources and prevent illegal behavior or acts considered harmful to other library users or the library's resource, without infringing on the user's access to information.

To protect against viruses and malware, all computers are equipped with antivirus programs that will block activity that is harmful to the library's computers and network. Computers in public areas do not have ports for users to insert memory drives. If users wish to download their work or a resource to a personal memory storage device, the computers located near the Reference Desk are enabled for this purpose. Library users must check in at the Reference Desk and sign up for an available computer and time slot to gain access.

The Reverie Community Library does not censor access to the internet by library users. However, the library must also comply with local, state, and federal laws, so the library uses an internet filtering system to block access to sites that have been identified as engaging in illegal activity, such as the creation and distribution of child pornography. Internet filters are carefully monitored by Computer Safety Committee designated by the Reverie Community Board of Directors, in cooperation with the Riverton Police Department.

Risk Assessment and Management

The Reverie Community Board of Directors, the Special Collections staff, the Environmental Management Team, and the library Security Team, in cooperation with the Riverton Police Department, meet to analyze and identify internal and external risks to the library staff, users, facilities, materials, and equipment. This assessment is completed on an annual basis, or in response to significant changes in local, state, or federal regulations, improvements in technology, as well as additions to the library's collections or equipment that require special controls, such as those needed to prevent environmental damage due to humidity or temperature.

Library facilities and resources are assessed and managed by determining:

- Intended use
- Monetary/replacement value
- Information/historic value
- Storage
- Environmental controls needed
- Acceptable degree of risk
- Action plans required
- Examples:
 - Special Collections are located in different areas of the library based on their subject matter. However, items of historic or monetary value are located in the Community Chronicles area, which is secure and environmentally controlled.
 - Equipment that requires specific security measures or handling such as printers, computers, video cameras and other audio/visual equipment are located near the reference desk and the security desk.

Pest Control

The Environmental Management Team oversees the regular assessment and treatment of the facilities and materials for pests. The library staff also regularly inspects all library materials,

including returned items, donated items, and shelf checks. Evidence of pests, such as living or dead bugs, eggs, or feces are reported to the Environmental Management Team.

Materials that exhibit indications of pest activity will either be treated, or discarded as damaged. Library users who see evidence of pest activity should leave the item in its place and report it to the library staff immediately.

Emergency Preparedness

In the case of a medical emergency, fire, natural disaster, or other emergency, users and staff should immediately call 911. If necessary, the Security Team will direct the staff and library users to the nearest exit or other secure area. Please follow their directions calmly and quickly.

Maps of the library floor plan are posted throughout the library, along with In Case of Emergency posters to inform staff and users of what to do in a variety of emergency situations. Emergency exits are located in the front, back, and west side of the building and are clearly labeled and lit with battery-operated signs. The tornado shelter entrance is located in the center of the building under the main staircase.

Legal Review

The library conducts an annual security and privacy audit to ensure that all procedures and equipment protect our user's personally identifiable information, such as third-party vendors used for some library services. Library policies are reviewed by the Library's Board of Directors and Legal Team every two years to stay up-to-date with legal requirements, the needs of users and changes in technology. All library policies are in compliance with the U.S. Constitution and all other federal, state, local, and tribal laws.

Assessment Methods and Measures

The Reverie Community Library uses various methods to assess how the community uses the library, and how we provide value to the community. This information is used to improve library services and refocus resources where needed.

Each year the library uses data gathering methods, some qualitative, some quantitative, to compile information for review, discussion, and evaluation.

Methods used:

- Library usage data (does not contain personally identifiable information)
 - Circulation of the library's collections

- Use of reference services
- Use of online resources
- Use of outreach services
- Attendance of in library programs
- Use of library's digital assets, including website, app, and social media channels
- Use of library facilities
- Volunteers
- Use of library equipment
- Use of third-party vendor programs
- Interlibrary loans
- Anonymous surveys, online and in library
- Staff reports
- User interviews
- Focus groups

Measures for each:

- Frequency of returning users
- Number of new users
- Efficiency of execution (cost, return on investment)

Other considerations:

- Benefits to the library
- Benefits to the staff
- Benefits to the community

Recordkeeping

The Reverie Community Library keeps both physical and digital records of

- library interactions between staff, users, and all library resources
- financial transactions
- employee documentation
- Board meeting minutes.

We use secure means to obtain, manage, store, and protect records to ensure staff and user privacy. We do not obtain or store personally identifiable information except for that which allows users to access library materials and services. Records are kept in compliance with local, state, and federal guidelines, and used to support the continuance of the library's operations.

All records, both digital and printed, are destroyed after the required retention period.

Finances

The Reverie Community Library staff and Board of Directors believe in providing transparent and sound financial management and reporting. We take the security of the library's records seriously, and maintain accurate records of all financial activities, as well as ensure compliance with local, state, and federal guidelines regarding the obtaining, spending, and reporting of library funds. The Library Board of Directors, the Board Treasurer, the Library Director, and the Director of Finance formulate all policies and oversee the daily operations and financial activities of the library.

Every other year the library uses a third-party services to perform an audit.

Funding sources:

- taxes
- investments
- grants
- fees and fines
- fundraising.

The Library Director and Director of Finance have been appointed by the Board as the designated staff members allowed to make expenditures on behalf of the library, for the purpose of supporting the mission of the library.

Susan Raber
Professor Hayes
ENG 1120 COMP II
Rhetorical Analysis
10 February 2021

Picture This: A Rhetorical Look at the Visual Imagery in
“Food Swamps Are the New Food Deserts”

There may truly be food deserts—a lack of full-service grocery stores in urban areas—but journalist Olga Khazan posits in her 2017 article in *The Atlantic* that there is more to the story. She believes the abundance of fast-food restaurants should also be considered when searching for the causes of obesity and poor nutrition in American cities. Khazan covers gender, health, and science related topics for *The Atlantic*, and her familiarity with these topics shows. She quickly and clearly explains a complex topic with broad-ranging implications and provides reliable and accessible support for each of her points. Her target audience appears to be the “bandwagon” type—something controversial is trending, and it provides a cause most people could enthusiastically support, creating new programs and calling for change. Khazan weaves her appeal to logos with this underlying vein of pathos, and she often uses visual rhetoric—“food deserts, food swamps”—to do so.

With this tension between logos and pathos in mind, Khazan begins by grabbing the reader’s attention with her tongue-in-cheek picture of a food desert, as if citizens could walk for miles with no food or water in sight. But then she quickly moves to her main argument that contradicts current accepted wisdom; the availability of fresh food does not impact obesity rates as much as many nutrition advocates think. She instead applies a stark contrast to the food desert with the term “food swamp” to describe the numerous fast-food outlets and convenience stores

that contribute to obesity, again encouraging a mental picture, perhaps of someone wading through a slough of burgers and fries.

Khazan provides several links in the first few paragraphs to published research and other articles from reputable sources such as the *U.S. Department of Agriculture Food and Nutrition Service*, *the American Journal of Preventive Medicine*, *The New York Times*, and *The Washington Post*. These support the idea that the number of fast-food restaurants and convenience stores in certain areas outnumber grocery stores, and factor in obesity rates for a better picture of the problem. The *International Journal of Environmental Research and Public Health* revealed that for each healthy choice people had, there were four unhealthy ones. The reader can easily picture this nutritional disparity—like four hot dogs to one salad, four bags of Cheetos to one apple. Khazan follows up by noting this “food swampiness” was exacerbated by a lack of transportation, whether it be few car owners or access to public transportation. Khazan further bolsters her argument by pointing out that having a grocery in the neighborhood did not change people’s habits of grabbing cheap, convenient junk food.

Linking food swamps to poverty and the higher percentage of obesity among African-Americans and Latinos is worth a mention, but Khazan does not dwell on this point. It would require a delicate touch and much more research and support than the article gives space for, so she mentions that these are related issues, and moves on. It is wiser to not tackle a sensitive topic at all than try to give it a token treatment that could fall flat.

Khazan saves the best for last; she references a real world attempt to ban new fast-food restaurants in a poverty-stricken area of Los Angeles in 2008. This kind of action would appeal to the bandwagon reader; they see a problem and immediately move for government intervention because they want to effect change and solve problems. However, the reduction of fast-food

restaurants did not affect obesity rates. The author uses this incident to point out how complicated this issue truly is. Advocates of the food desert theory blame a lack of grocery stores. Food swamp theorists blame the abundance of junk food options. With each example given, Khazan shows these attempts to pin blame on one thing is futile—more grocery stores aren't enough, fewer fast-food restaurants do not change how people eat, and obesity is a problem regardless of how many healthy options exist in a community.

She closes this article with a reminder that the health and well-being of communities is not going to be solved quickly or easily. And with that, this brief article has covered an amazing amount of ground. Her goal was obviously not to solve the problem of obesity in urban areas; rather, she has revealed that popular catch phrases like “food deserts” and “food swamps” may capture our imaginations and get us on the bandwagon, but they aren't accurate enough. The contrast of the food desert to the food swamp (especially when described as “grease-laden”) is intensely visual and serves to illustrate the position of these two camps. However, these bandwagons are not in opposition to each other, but they do confuse the issue. Actions that ‘seemed like a good idea at the time’ illustrate why more thoughtful study and research are needed before we can truly effect change. While the desire to find a specific solution that guarantees results is not a bad thing in and of itself, these ‘silver bullets’ merely scratch the surface of the many deeply embedded issues to be explored.

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Susan Raber
Professor Hayes
ENG 1120 COMP II Research Paper
4 May 2021

How Much is that Broccoli in the Window? Analyzing the Cost of Healthy Eating

It is a commonly held belief that healthy eating is expensive and therefore out of the reach of the average American on a tight budget. This idea seemed to be confirmed by a 2013 Harvard study that determined a diet composed mostly of vegetables, fruits, lean meats, whole grains, and nuts cost about \$1.50 more per day per person than a less healthy ‘cheap’ diet (Dwyer). Perhaps the higher cost of organic fruits and vegetables, eggs from free-range chickens, and grass-fed beef, and an emphasis on gluten-free diets also confuses the issue. However, a diet high in fats, carbohydrates, sugar, and starches increases the risk of obesity, diabetes, and cardiovascular disease, which reduce quality of life, are expensive to treat, and can be fatal. Factoring in the true cost of making healthier food choices reveals that healthier eating is better for your body *and* your bank account.

As a one-income homeschooling family, my husband and I faced the challenge of feeding a family of six on a tight budget. The importance of nutrition and teaching healthy eating habits was paramount in my mind, but those ideas had to fight a pitched battle with our checkbook. After some research and committing to cooking most of our meals from scratch, all things lean and green won the fight. When I look back and how much we spent on healthy foods versus how little we needed to spend on doctor visits, I think those choices paid off.

When the average American shops for groceries, most calculate the cost of food simply by the price on the package. Modern grocery stores make cost analysis convenient by posting the cost per ounce right on the shelf label. Marketing and labels also have a measurable impact on our shopping behavior, and survey statistics reveal that such terms as “fresh”, “nutritious”,

“natural flavors”, and “high in vitamins” had a big influence on shoppers (Wunsch). This shows that most of us want to eat healthier foods and try to make better choices by accepting packaging at face value. However, items like cereal can be labeled as being whole grain and fortified with vitamins and minerals, but still contain high levels of sugar. Typical junk food options like potato chips may state they are “gluten-free” even though potato chips have never had gluten in them. It’s no wonder shoppers may be confused about how to make better food choices that fit within their budget, reinforcing the idea that healthy eating is just too expensive.

There are other ways, however, to measure food costs than simply the price on the package. A 2012 study published by the USDA titled “Are Healthy Foods Really More Expensive? It Depends on How You Measure the Price” proposed a more thorough approach for calculating the cost of healthy eating (Carlson, Frazão). Using the cost of meeting USDA nutrition recommendations, the cost of an average portion, the cost per calorie (or food energy), and the price measured by edible weight, they found that healthy eating was truly economical. The Centers for Disease Control has also published studies showing that poor nutrition is linked to poor health and higher healthcare costs, such as a 2018 study linking food insecurity with chronic health conditions (Garcia, Haddix, Barnett).

The USDA recommendations have used the image of a food pyramid for many years, but this image was recently updated to a guide called MyPlate using the 2015-2020 Dietary Guidelines for Americans (“What Is MyPlate?”). This guide divides food into five main groups: proteins, grains, dairy, fruits, and vegetables, and recommends that a healthy eating plan includes servings of all five groups plus healthy fats that are an important source of essential fatty acids and vitamin E. MyPlate also recognizes subgroups in each category, like dark green vegetables, beans and peas, whole grains, and seafood. The emphasis is on choosing nutrient-dense foods as

opposed to ‘empty’ calories from sweets and snack foods. Because it is much easier for the average person to plan their diet by foods instead of nutrients, individuals who follow the serving recommendations from each group and subgroup ensure they are meeting their caloric and nutritional needs. For example, recommendations instruct individuals to compose half of each plate with fruits and vegetables, preferably whole and fresh whenever possible. For the grains group, it is preferable to choose whole grains as opposed to refined grains. Refined grains have been heavily processed, the bran and germ removed by grinding and sifting, robbing them of essential fiber and nutrients. Using whole grains instead of refined grains is also a good example of how making a healthier food choice can be a better bargain for the body and budget.

To determine the cost of healthy eating using the MyPlate recommendations, the USDA study used the price per cup or ounce.

For example, an average portion of potato chips might be cheaper than an average portion of baked potato, but if it takes two average portions of potato chips to make up a cup equivalent of starchy vegetables, then the baked potato might be a cheaper way to meet the recommendation. (Carlson and Frazão 6-7)

This is an illustration of how we often perceive the cost of food. We may look at the number of ounces in a box, bag, or jar and calculate cost per ounce, but by considering how many servings of USDA recommended food groups it will provide, we get a much more accurate picture of its nutritional value and its cost. For example, the nutritional breakdown of an average cup of potato chips versus a one cup serving of a baked potato is:

One Cup Serving	Calories	Fat	Carbs	Protein
Potato Chips	137	9.37g	12.44g	1.64g
Baked Potato	121	.13g	28.02g	2.55g

The potato chips fail the nutrient density test immediately, and of the 9.37g of fat in the potato chips, approximately 3g will be saturated fat. The USDA recommends that no more than 10% of total calories should come from saturated fat, and the “daily value” percentage of saturated fat in this one serving potato chips is 14%.

Making such calculations is not beyond the ability of most individuals, but because most Americans accept a three-meals-a-day-plus-snacks eating schedule as normal, it probably sounds exhausting to figure out which food choices are best. However, the USDA’s MyPlate and the required nutritional information on each package of food have done the heavy lifting for us.

The origin story of U. S. dietary guidelines and food packaging requirements helps us understand how they became a major influence on the American diet, as well as dictating how consumers are informed of the nutritional value of food through packaging and labeling. Government advocacy of dietary guidelines began in the early 1900’s with seven basic food groups, education about food safety and proper storage, and how some vitamins and minerals were crucial for the preservation of good health. After World War II, an emphasis on budgeting for food purchases within those guidelines emerged. The first Dietary Guidelines for Americans was published in 1980 with four basic food groups, and Health and Human Services and Department of Agriculture created food policies for companies involved in food production and packaging, as well as food service protocols for schools and childcare providers. They also took on the task of publishing nutrition information and broadcasting public service announcements to educate the public (Jahns et al.). The Food Pyramid reigned supreme for many years, but more scientific research revealed the need for updates to dietary guidelines, resulting in the rollout of MyPlate. Calculating the cost of healthy eating must take these guidelines into account because

they define “healthy eating” and dictate how nutrition information is presented to the consumer on food packaging.

It is now a requirement for food packaging to have a Nutrition Facts label so consumers can make informed choices about their food purchases and caloric intake. Each label must include the amount of food that equals one serving, and all other information on the label is based on this measure. Other required information includes the number of calories, total fats, cholesterol, sodium, total carbohydrates, protein, and essential vitamins and minerals. These amounts are provided in grams. The percentage of Daily Value is then calculated based on how much each nutrient contributes to the average daily diet. Again, this information provides a basis for how we define a “healthy diet.”

The USDA provides more pieces of the food puzzle with their four Food Plans: the Thrifty Food Plan, Low-Cost, Moderate-Cost, and Liberal, based on USDA recommended dietary guidelines. For example, the following is a comparison of the average consumption of each food group by the average American adult with what is recommended, using the low-cost “market basket” (Carlson, Fungwe, 52).

Table 1

Low Cost Food Plan		Consumption measured in pounds			
Food group	Average Consumption	USDA Food Plan	Difference		
Grains	→ 2.57	→ 3.08	→	-0.51	
Vegetables	→ 3.36	↗ 7.28	↓	-3.92	
Fruit	→ 2.8	↗ 7.19	↓	-4.39	
Dairy	↗ 4.85	↑ 11.22	↓	-6.37	
Meat/Beans	→ 2.99	→ 2.99	→	0	
Fats/Sweets	↑ 9.53	→ 3.97	↗	5.56	

Source: Carlson, A., Lino, M., & Fungwe, T. (2007). *The Low-Cost, Moderate-Cost, and Liberal Food Plans*, 2007. U.S. Department of Agriculture, Center for Nutrition Policy and Promotion.

This reveals that the American diet is heavily skewed toward carbohydrates and fats, while USDA recommendations promote fruits, vegetables, and milk and eggs. To bring this from theory to practicality, we can compare the actual cost of meals that comply with MyPlate guidelines versus the same meal prepared in typical American fashion. For this exercise I've used the Food Network's sample of menus that are MyPlate 'approved'. These recipes opt for low-fat dairy, whole grains, more fruits and vegetables, and smaller serving sizes. This recipe will be compared to a similar one submitted to the AllRecipes website, a recipe sharing site where people can upload their favorite recipes. This gives us a general sample to use for the "average" person's diet.

Using the MyPlate approved English Muffin Breakfast Pizza recipe from the Food Network website and the prices at my local Kroger in southwest Ohio, the estimated cost of this breakfast is approximately \$2.30 per serving (*Kroger.com*). Based on the nutrition information on ingredient packaging, one serving contains 180 calories, 6 grams of fat, 18 grams of protein, 28 carbohydrates, which includes 4 grams of fiber. The AllRecipes version costs \$2.91 per serving, using ingredients like pork sausage and regular English muffins from the same local Kroger store. Again, using the nutritional information on ingredient packaging, this recipe comes in at 486 calories, 27 grams of fat, 24 grams of protein, and 34 carbohydrates, which includes .5 grams of fiber. The healthier version opted for low-fat mozzarella and whole grain English muffins, and was \$.61 less per serving. It provides a significantly better nutrition profile, reinforcing the idea that it is cost effective to eat healthier.

Another way to measure the cost of eating healthy is by controlling portions; how much food in each food group is optimal at each meal. This is tricky because a serving size and a portion may not be the same thing. A serving size of your favorite cereal may be one cup, but

when pouring cereal into a bowl, most consumers are more likely to pour 1-1/2 to 2 cups of cereal, plus more to not ‘waste’ the rest of the milk. This affects calorie consumption, nutritional value, and cost. To calculate appropriate portions, the USDA recommends the following number of servings *per day* for the average healthy adult (Stewart, Hyman):

- Vegetables: 2 to 3 cups
- Fruits: 1½ to 2 cups
- Grains: 5 to 8 ounces
- Low-Fat Dairy: 3 cups
- Proteins: 5 to 6½ ounces
- Healthy Fats/Oils: 5 to 7 teaspoons

This means our portions should also reflect these amounts, and for most of us it means eating less food. The MyPlate image assists consumers in visualizing what this looks like, easing the pain point of making healthy food choices at each meal. Spending less on food because we are controlling our portions is another way to support a healthy lifestyle and stay within budget.

A cost analysis method few people may consider is cost per edible weight. As someone who has for many years prepared meals from scratch, I often calculate the cost per edible weight of the foods I purchase. Removing the skin, bones, and fat from meat, or skin and seeds from fruits and vegetables affects the cost per edible weight. Cooking also affects the edible weight by rendering fats or reducing the moisture content (Carlson, Frazão). As anyone who has cooked bacon can attest, you may fill a pan with strips of bacon, but twenty minutes later the pan contains miniature strips of bacon swimming in an ocean of fat. A consumer may have paid \$5 per pound or \$.31 per ounce for the uncooked bacon, but weight after cooking may turn a pound into 4 to 6 ounces, making the price of the finished product \$.83 per ounce and over \$13 dollars per pound. Since MyPlate recommends larger portions of fresh fruits and vegetables, whole grains, and lean proteins, includes eggs and legumes, the cost and nutritional value of “whole

foods” are far more profitable because the food does not need much in the way of further preparation before consumption. It’s a case of “you get what you pay for.”

The last metric to examine is the cost of healthcare for diet related illnesses. In a 2019 article in *Science Daily*, research into the impact of a variety of dietary factors revealed the not-so-hidden cost of poor diet habits.

A new study by investigators from Brigham and Women’s Hospital, in collaboration with investigators at the Friedman School of Nutrition Science and Policy at Tufts University, analyzed the impact of 10 dietary factors -- including consumption of fruits and vegetables, nuts and seeds, processed meats and more -- and estimated the annual CMD costs of suboptimal diet habits. The team concludes that suboptimal diet costs approximately \$300 per person, or \$50 billion nationally, accounting for 18 percent of all heart disease, stroke and type 2 diabetes costs in the country. (Brigham)

Employers have been getting in on the act as well, understanding that a healthy workforce is not only more productive but also will keep healthcare premiums down. Many businesses have enacted programs to encourage their employees to exercise more, even to the point of installing gym facilities. *Forbes* journalist Jim Purcell, former CEO of Blue Cross & Blue Shield, is the co-founder of the Returns On Wellbeing Institute, LLC. This organization works to educate and assist employers in creating workplace wellbeing programs to improve productivity, lower the rate of employee turnover, and lower healthcare costs. Employees with chronic health problems increase claims costs, absenteeism rates, and are less engaged with their job and their co-workers (Purcell). Through their research and health education programs they discovered that just emphasizing exercise wasn’t enough, and that they needed to address healthy eating habits to truly make a difference (Purcell).

Workplace habits are hugely impactful on overall health. Employees working a full-time job will often opt for cheap, fast, and convenient food because of time constraints, stress, and the influence of co-workers who go out to eat to relax and celebrate. Returns On Wellbeing Institute programs urge employers to educate their employees about healthy and affordable food choices, which in combination with exercise will have the desired effect on the health and well-being of their employees (Purcell). For example, providing bottled water helps employees choose water over soda. A coffee machine in the office may encourage staff to skip the expensive sugar-laden cappuccinos on the way to work. Employers can also provide refrigeration and kitchen space for employees to bring food to prepare at work for themselves and coworkers instead of ordering take-out or heading to the closest fast food drive-thru. When employers evaluate the cost of education, exercise facilities, and other healthy perks, they have found that the return on investment in reduced healthcare claims is worth the effort of implementing the aforementioned strategies. These strategies also vastly improve employee quality of life, and employers ultimately receive the benefit of improved creativity, problem-solving, and productivity in the workplace (Purcell).

Grocery shoppers may still experience sticker shock at specialty food items, be confused by over-hyped trends, and feel discouraged about the cost of healthy food choices. They may believe the forethought required for healthy, budget friendly menu planning is too daunting a task. However, the USDA has provided a wealth of easily accessible organization tools and information about food groups, servings, and nutrition. These can be found online, as well as in libraries, schools, and local health departments. This information is offered in various formats, including pictures and infographics that can be viewed on a smartphone or printed and stuck to the family refrigerator. Food packaging provides all the necessary information for consumers to

assess nutritional value and make informed choices. It is not as difficult as it may seem, nor is it expensive to implement a healthy eating plan. By considering the cost of adhering to scientifically backed USDA nutrition guidelines and portion control, the price by edible weight, and the impact proper nutrition has on healthcare costs, there is ample evidence that improving one's food choices will be better for your body and your bank account.

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