

SERVING THE UNDERSERVED

Collection Development

COLLECTION DEVELOPMENT TIPS

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- ✘ Make replacement purchases a priority. At least 25% of your book budget should go toward purchasing additional copies of your most popular and useful titles.
- ✘ Go for more copies, fewer titles. Buy more copies of the new books on popular subjects while skipping titles that will rarely circulate.
- ✘ Allocate funds to buy popular series paperbacks. Budget for both new titles and replacement copies of series titles still in demand.
- ✘ Buy most fiction in paperback. Paperbacks often have better bindings than hardbacks and their covers are usually more attractive to young adults. Paperback is the format of choice for most youth in fifth grade and up.
- ✘ Seek out materials on basic skills. This is time consuming, but important.
- ✘ Take advantage of vendor services. Among the most useful are standing order plans for series paperbacks, opening day lists, first copy preview plans and customized subject buying lists.
- ✘ Get the most for your money. Monitor discounts and order fill rates. Shop around.
- ✘ Weed regularly and systematically. Regularly scheduled weeding is essential to maintaining a strong and user-friendly collection.

Source: Nicolet Fed. Library System, **Compass**, April 1995.

Collection development includes such activities as:

- ◆ evaluation and selection of new materials for purchase
- ◆ evaluation and selection of materials available as gifts
- ◆ production of local materials for the library collection
- ◆ evaluation of the core collection
- ◆ weeding, repair, and replacement of the core collection

One of the first things the librarian must do is to set up a collection development policy that covers:

- the philosophy, goals, and purposes of the library system
- the goals, purposes, and philosophy of the individual library
- a description of the community to be served
- the methods and criteria used for the selection of materials, including the selection tools used
- the overall plan for the development of each part of the collection
- a list of the persons responsible for the operation of the library and the selection of materials
- statements concerning the policies regarding weeding, discarding, or replacing materials; handling gifts; providing interlibrary loan and network services
- statements regarding intellectual freedom and how to handle complaints of material selected