

COLLECTION DEVELOPMENT – APPENDIX D

Are you acquiring, organizing, maintaining, and making available information in a variety of formats? The second of the two primary functions of a library is to acquire, organize, maintain, and make available information in a variety of formats. Collection management needs to conform to the library's collection development policies. Allocation of the materials budget reflects the library's long-range plan for meeting the needs and interests of the entire community.

Web sites covering all aspects:

- [Collection Development from the Arizona State Library](#)
- [Memorial Hall Library: Collection Development Manual 2005: Circulating Collection](#)

Collection Development Policy

- Fundamentals of Collection Development and Management by Peggy Johnson. Chicago: ALA, 2009.
- Managing and Analyzing Your Collection: A Practical Guide for Small Libraries and School Media Centers by Carol Doll and Pamela Petrick Barron. Chicago: ALA 2002.
- [Washoe County Library: Collection Development Policy](#)

Recommended collection development policies may include:

- Community profile and clientele description to determine library's customers
- Library mission and purpose
- Challenges to library materials
 - [SAILS Library Network: Patron Complaint Policy](#)
- Copyright
 - [Making of Modern Michigan](#)
 - [UPROC: Movie Licensing Fact Sheet](#) (Information on movie release forms)
- Disaster and recovery plan
- Collection parameters
 - Subject areas to be covered and in what depth
 - Media formats
 - Patron requests
- Collection purposes, what are the program and patron needs to be met
- Collection priorities
- Multiple copies

- Local materials
- Gifts and donations
 - [Columbia College Chicago: Gift Acceptance Policy](#)
- Cooperative collection development
- Method used to obtain material not owned
- Conservations and preservation
- Disaster and recovery plan
- Intellectual freedom
 - [American Library Association Freedom to Read](#)
 - [American Library Association Freedom to View](#)
 - [American Library Association Library Bill of Rights](#)
 - [American Library Association: Diversity in Collection Development: An Interpretation of the Library Bill of Rights](#)
- Reference Collection
 - [Superiorland Library Cooperative Ready Reference Suggestions](#)
- Selection
 - Criteria and Schedule
 - Responsibility
 - Methods and Procedures
 - Evaluation
 - Weeding Criteria and Schedule

Some collection development policies also include:

- Breakdown of collection by classification number and fiction genre with accompanying narrative addressing scope and weeding schedule
- Breakdown of media collection by format with accompanying narrative addressing scope and weeding schedule

A review of any collection development plan includes an analysis of collection usage to determine its effectiveness, based on the goals, priorities and/or roles called for in the library's strategic plan.