

Collection Development Policies

- Community analysis statement: A brief description of the community to be served. It can include such things as:
 - Description of clientele
 - Mission statement of library
 - Community population
 - Geographic location
 - Community interests
 - Major economic resources

- **Community Needs Assessment**

Following the community profile statement is often a needs assessment of your community. This gives a more detailed understanding of your community, focusing on descriptions of the services offered by your library and how they relate to the needs of your community.

- **Collection Goals**

Collection goals represent what the library's priorities are for various aspects of the collection. Many policies address the library's collection goals by collection category (e.g. Adult Fiction, Adult Non-Fiction, Children's Books, Reference Materials, Periodicals, Non- Book Materials, Large Print, Spanish Collection, Paperbacks, South Dakota Collection, Local History, Genealogy, and Vertical File).

- 2. Materials selection
 - a. Philosophical statement about the aim of the library to meet the needs of the majority of residents.
 - b. Responsibility statement
 - 1. Who will do selection
 - 2. How selections are made
 - 3. How library deals with purchase suggestions from the community

- c. Criteria for selection
 - 1. Need for materials that are accurate and up-to-date
 - 2. Need for materials that provide an informative point of view
 - 3. Reputation of the author
 - 4. Reputation of the publisher
 - 5. Material that is readable and comprehensible to the intended audience

- Criteria for selection (continued)
 - 6. Quality printing, binding, illustration and design
 - 7. Price
 - 8. Need for materials on topics of high interest and emerging issues
 - 9. Contribution to subject area
 - 10. Level in indexing
 - 11. Other?

Some statements that are commonly seen in collection development policies, depending on the library's selection criteria, are:

- The library will collect non-fiction in all subject areas, including opposing viewpoints.
- The majority of best-selling fiction materials will be purchased during the extent of their popularity.
- The selectors will acquire only those items favorably reviewed in two or more selection aids.
- The library will not select items that contain violent or sensational material.
- The library will only select items that reflect the needs of our community.

- d. Method of selection
 - 1. Should include major review sources used
- e. Procedures for acquisition
- f. Materials not purchased (list of what you don't buy, including formats)

- g. Levels of selection
 - 1. Popular or recreational: Buys current titles from best-seller lists or from experience of what will be “hot” titles
 - 2. General information: Buys a large number of current titles and limited number of retrospective titles on topics of interest
 - 3. Instructional level: Buys many of the current and retrospective titles on a subject
 - 4. Reference level: Buys as many current and retrospective titles that are not scholarly as the budget will allow

- Policy should state the level of selection for each major subject area
- h. Replacements
- i. Donations/Gifts
- j. Local and historical materials

- Collection Evaluation and Assessment

"The collection needs continuous evaluation in order to be sure that the Library is fulfilling its mission to provide materials in a timely manner to meet patrons' interests and needs. Statistical tools such as circulation reports, collection turnover rates, fill rates, reference fill rates, shelf allotments, and volume counts are studied to determine how the collection is being used and how it should change to answer patron usage.... Patron input and community surveys are also used in evaluating the collection...."

- (Washoe County Library)

- Weeding
- Reconsideration of Library Materials
- Policies Review and Revision