COLLECTION DEVELOPMENT AT PRL

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Collection Development

The objective of collection development is to provide quality library service by making available a well-selected, well-maintained collection. The collection will include library materials in adequate numbers and in a variety of formats, based on patterns of use and anticipated demand.

Goals for the Collection

- To facilitate continuing education, both formal and informal;

- To supply sources of information in all fields of knowledge in order to meet the basic informational needs of the community;

- To provide practical and vocational information that will improve occupational capabilities;

- To encourage the development of reading skills;

- To encourage informed discussion of contemporary problems by providing materials on different or innovative cultures, experiences and thinking;

- To support the educational, civic and cultural activities of groups and organizations;

- To encourage intellectual, aesthetic, creative and spiritual growth;

- To promote and market the use of books and other library materials for recreation and enjoyment;

- To encourage maximum use of the collection by the greatest number of persons;

- To support the democratic process by providing materials for the education and enlightenment of the community
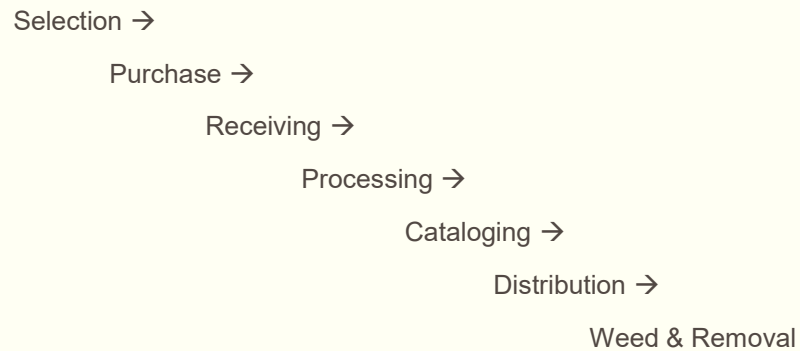
Guidelines and Philosophies

- ALA Freedom to Read and View Statements, Bill of Rights and interpretations, Code of Professional Ethics

- Confidential and unrestricted access to information is essential for people to exercise their constitutional rights

- Reading, listening, and viewing are individual matters

- Every book its reader and every reader their book

- Only parents or guardians have the right and responsibility to restrict material for their own minor child(ren). The Library does not stand in place of parents (*in loco parentis)* and does not restrict access to material based on age or content.

- Books should be **Mirrors** (children should see themselves reflected in books), **Windows** (see the experiences of others) and **Sliding Doors** (step into experiences of others & escapism)

- Every child deserves to have their humanity and identity celebrated

Principles used to evaluate materials for selection/de-selection

- Anticipated demand

- Physical Space Limitations

- Relevance to community needs and interests

- Relevance to the Library's Mission and service roles

- Local or national significance

- Contemporary significance or permanent value

- Accuracy of content

- Reputation and/or authority of author/editor/illustrator/publisher/producer

- Literary Merit

- Relation to existing collection

- Price and availability

- Format and ease of use

- Scarcity of information in the subject area

- Attention of critics, reviewers, media, and public

- Legal or licensing issues

- Suitability of format for Library shelving and circulation

- Support of Library programs and initiatives

- Specialized Library Staff development materials

Collection Life Cycle

Selection →

Purchase →

Receiving →

Processing →

Cataloging →

Distribution →

Weed & Removal

Selection workflow

- Initial responsibility for material selection lies with the Collection Strategy Staff

- CS staff use their training, subject knowledge, professional judgement, and selection principles to select titles and quantities

- Materials may be acquired in multiple formats, including: print, audiovisual, and digital

- Selection priority is given to the format(s) with broadest appeal

- Multiple copies are purchased in response to user demand (holds, requests, circulations) and anticipated popularity (previous works by author, vendor sales) with considerations for available funds and space

- Materials are judged solely on the merit of the work as a whole

- All Staff and members of the public may recommend materials for consideration

Selection workflow (cont.)

- CS staff work as a team, however initial selection is divided by content areas between the selectors

- Each selector receives preview carts with upcoming titles from our vendors related to their responsibility area that include professional reviews and anticipated sales data

- Selectors use these carts, internal reports for high demand and lost or missing items, and patron requests to aid selection

- Each content area is assigned a budget based on circulation and materials are assigned to branches based on space and circulation

- All selections are reviewed and approved by the Collection Strategy Librarian or Library Director before being submitted for purchase and processed

Selection Aids and Placement

- Several types of selection aids are used in the selection of materials, including:
  - Professional Journals
  - Databases
  - Local and national periodicals
  - Online sources

- Selectors use the above aids, as well as BISAC/Subject Headings, CIP data, Author's stated intent, and anticipated interest to determine the audience placement of materials

- PRL has 3 general audience levels that it assigns material to: Juvenile, Young Adult, and Adult. These levels serve as guideposts to assist readers and their families find material of interest to them based on literacy and content. These guideposts do not stand as proclamations by the Library about "suitability" or "appropriateness."
  - Juvenile encompasses ages Birth-12 and Young Adult (YA) encompasses ages 13-19
  - Both age groups contain a wide range of maturity levels
  - Juvenile Fiction and Nonfiction encompasses independent readers ages 6-12

Processing and Cataloging

- The Processing and Cataloging processes are where labels and covers are placed on the titles to help locate and identify them in the physical space. They are then added to the Library's Catalog, so the titles can be searched for by staff and patrons from home or within the library using various search strategies and methods.

- The majority of PRL's materials arrive pre-processed and with a MaRC record from our vendors. Collection Strategy staff are responsible for adding any additional labels (e.g Date sticker, etc.) and then loading the MaRC records from the vendor. Minimal editing may occur to the title's record after being loaded into the Catalog.

- Staff will do all processing and search for a record from databases we subscribe to for titles that are donated or purchased from a vendor that does not do full-service. Records found will be edited to PRL guidelines.

BISAC, Subject Headings and CIP

- BISAC
  - **B**ook **I**ndustry **S**tandards **a**nd **C**ommunications
  - Maintained by Book Industry Study Group (bisg.org)
  - Updated annually
  - Used by book retailers, distributors, and libraries to assign categories and subcategories
  - Enables universal classification
  - Can drill down to up to 3 subcategories
    - E.g. a book titled "Travelling through Virginia" might be "Travel/United States/South/Virginia"

- Subject Headings
  - Similar to BISAC but created and maintained by Library of Congress
  - Specific Words or Phrase used to organize/find books by topic
  - Based on a controlled vocabulary list
  - 4 types include: Topical (subject), Form (format or media), Geographic (where), Names (who)

BISAC, Subject Headings and CIP (cont.)

- CIP Data
  - **C**ataloging **i**n **P**ublication record
  - BIbliographic record created by the Library of Congress (LoC) before a work is published
  - It is the data the will appear on the *Title Page Verso* in the printed version
  - It is an abbreviated MaRC record
  - Purpose of the program is to aid libraries by providing cataloging information before publication
  - Publishers submit an application for each work to have it included
  - Only available to U.S. publishers
  - Not available for self-published or print-on-demand titles

- MaRC record
  - **Ma**chine **R**eadable **C**ataloging record
  - The full bibliographic catalog record for a work that will include more information than CIP
  - Readable by a computer with use of specific field codes
  - At minimum includes: Summary, Main and added entries (e.g. Title, author, publisher, editor), Subject headings, and Classification/Call number of the item (e.g. where item is shelved)
  - LoC serves as the primary source and repository for MaRC records for US and international publishing

BISAC, Subject Headings and CIP (cont.)

- CYAC data
  - **C**hildren's and **Y**oung **A**dults' **C**ataloging
  - Program run by Library of Congress as part of the CIP program
  - Scope includes fiction materials for Children and Young Adults
  - Records include objective and succinct summaries of the work to be used by publishers and librarians
  - Develops new subject headings and proposes changes to existing subject headings
  - LoC defines Juvenile as Birth through age 15 and/or Grade 9. Young Adult is defined as ages 12 and up and/or Grades 8-12.