

Chapter 7

Collection Management and Resource Sharing

The public library's mission is to provide a wide range of materials in a variety of formats and in sufficient quantity to meet the needs and interests of the community. Illinois libraries are best able to provide materials by developing a collection management program and participating in resource sharing. The keys to quality collection management and resource sharing are adequate funding and trained library staff.

The purpose of the Collection Management and Resource Sharing standards is to ensure that Illinois public libraries offer a full range of materials and electronic resources that are current, accessible (cataloged/classified), and relevant to community needs. Collection management includes planning, selecting, and building of resources in all formats needed by a library's community. Based on community needs, the library collection development policy may address selection and evaluation of materials, purchase priorities, and weeding of the collection. Collection evaluation and weeding is an ongoing process where materials are reviewed by analyzing use, age, condition, timeliness, and general coverage in order to improve availability and comprehensiveness and to identify users' changing taste and needs.

Library collections can be expanded beyond the physical boundaries of the library through resource sharing and cooperative collection management. No one library can provide from its own collection all the materials that are required to meet the needs of its patrons. All libraries can enhance their collection by participating in interlibrary loan practices and participating in and utilizing statewide electronic databases/resource offerings, such as SILC (Statewide Illinois Library Catalog) and OCLC membership, as well as regional library system and other consortial group purchase opportunities. Also, libraries can become more proactive information providers by using local funds to license Web-based full-text databases of local interest. Libraries in close proximity to one another should consider forming a cooperative collection management plan. Cooperative collection plans coordinate selection and purchase of materials between two or more libraries to avoid unnecessary duplication and to complement the collections in participating libraries. Finally, libraries also can contribute to resource sharing by digitizing local materials. Local history materials are often unique and have interest that is not exclusive to the immediate local area. Since these materials are unique and irreplaceable, digitizing them allows for preservation as well as broad access and should be encouraged as a goal for library excellence.

Applicable Core Standards—Please see Core Standards 5, 13, 16, 21, 22, and 23 in Chapter 1.

Collection Management and Resource Sharing Standards

1. The library spends a minimum of 12 percent of its operating budget on materials for patrons.
2. The library has a board-approved, written collection management policy based on community needs and interests, the diversity of American society, and on professional standards. The library's collection development policy may address the following issues: materials selection; request for reconsideration of materials; collection specialties and purchase priorities; and evaluation and weeding of the collection. (*See Appendix P*)
3. Staff responsible for collection management is professionally trained in general principles of selection and weeding as well as in their specific areas of responsibilities.
4. Staff responsible for collection management has access to a variety of review sources and selection tools.
5. The library staff uses accepted professional techniques for collection management. Such techniques may include quantitative measures (i.e., circulation-per-capita and turnaround rates), weeding (i.e., the CREW method), user surveys, and questionnaires. (*See Appendix Q*)
6. The library places a high budgetary priority on collection development. Although use of the collection and the size of the population are the primary factors, there may be additional factors that affect the size of the collection. Examples of these additional factors include local history, genealogy, and a linguistically diverse population.
7. The library provides access to materials in a variety of formats to ensure equal access for the disabled of all ages. Examples of some of these formats are audiobooks on CD or MP3, books in Braille, information available through the World Wide Web; and closed-captioned, described, or signed videos or DVDs.
8. The library publicizes and promotes interlibrary loan to its patrons. The library develops procedures that ensure that interlibrary loan is a simple and effective way for patrons to receive materials and information after all local resources have been exhausted.
9. Library staff members are trained in the policies and procedures relating to the ILLINET Interlibrary Loan Code and the ALA Interlibrary Loan Code.
10. The library agrees to be a responsible borrower. Before initiating an interlibrary loan request, requesting libraries should exhaust their own local resources.
11. Library budgets should put priority on purchasing best sellers and buying replacements for lost items with a high checkout rate.
12. Libraries should check statewide resource sharing databases such as OCLC FirstSearch and Statewide Illinois Library Catalog (SILC) before placing any periodical requests and be responsible for copyright compliance.
13. The borrowing library is always responsible for items, including materials lost in transit or by the patron as specified by the ALA and ILLINET Interlibrary Loan Codes.

Collection Management and Resource Management Checklist

- ___ The library board trustees ensure that the library has a publicly funded budget to purchase materials. The minimum annual expenditure for materials for any size library should be a minimum of 12 percent of the operating budget.
- ___ Library budgets put priority on purchasing best sellers and buying replacements for lost items with high checkout rates.
- ___ The library has a written collection development policy approved by the board.
- ___ Materials are cataloged according to standard library practices utilizing MARC 21, AACR2 Rules, and Sears/LC subject headings.
- ___ The library provides electronic resources, including Statewide Illinois Library Catalog (SILC), to users in the library and to home users.
- ___ Library collections are periodically evaluated to measure the effectiveness of community use of the collection and weeded if deemed appropriate.
- ___ The library considers forming a cooperative collection plan with other libraries in close proximity to one another.
- ___ The library publicizes and promotes interlibrary loan to its patrons.
- ___ Library staff are trained in policies and procedures related to the Illinois Interlibrary Loan Code and the ALA Interlibrary Loan Code. Libraries agree to be responsible borrowers and lenders.

Bibliography

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- Baumbach, Donna J. and Linda L. Miller. *Less Is More: A Practical Guide to Weeding School Library Collections*. Chicago: ALA, 2006.
- Burgett, James, Linda L. Phillips, and John M. Haar. *Collaborative Collection Development: A Practical Guide for Your Library*. Chicago: ALA, 2004.
- Dickinson, Gail. "Crying Over Spilled Milk." *Library Media Connection* 23, no. 7 (2005): 24-26.
- Dilevko, Juris and Lisa Gottlieb. "Weed to Achieve: A Fundamental Part of the Public Library Mission?" *Library Collections, Acquisitions, & Technical Services* 27, no. 1 (2003): 73-96.
- Johnson, Peggy. *Fundamentals of Collection Development & Management*. 2nd ed. Chicago: ALA, 2009.

Web sites

ALA Interlibrary Loan Code

<http://www.ala.org/ala/mgrps/divs/rusa/archive/protocols/referenceguide/interlibrary.cfm>

ILLINET Interlibrary Loan Code and Interlibrary Training

<http://il.webjunction.org/il-ill>

The Crew Method: Expanded Guidelines for Collection Evaluation and Weeding for Small and Medium-Sized Public Libraries

<http://www.tsl.state.tx.us/ld/pubs/crew/index.html>

SUNLINK Weed of the Month

<http://www.sunlink.ucf.edu/weed>

Weeding in Libraries: A Partial Index to What's Out There.

Prepared by the staff of the Havana Public Library District, Havana, Ill.

<http://www.havana.lib.il.us/library/weeding.html>

Appendix P

Topics Recommended for Collection Management Policy

1. Description of community to be served
2. Description of user groups to be served (children, young adults, non-English speaking, adult new reader, audio and visually challenged, etc.)
3. Purpose of the collection
4. Responsibility for collection management
5. Parameters of the collection, including subject areas, formats, etc.
6. Criteria for selection, replacement, and withdrawal
7. Statement that Collection Management Policy will be reviewed every two years (75 ILCS 5/4-7.2)
8. Gifts
9. Provision for user requests
10. Reconsideration of materials
11. Statement on intellectual freedom adopting the *Library Bill of Rights* and other ALA intellectual freedom statements

Appendix Q Recommended Book Collection Levels

	Volumes per Capita in addition to base volumes	Volumes per Capita in addition to base volumes	Volumes per Capita in addition to base volumes	Volumes per Capita in addition to base volumes	Volumes per Capita in addition to base volumes
POPULATION	BASE	MINIMUM	GROWING	ESTABLISHED	ADVANCED
Less than 1,000	2,000	5	7	11	17
1,000 – 2,499	6,000	2	3	7	13
2,500 – 4,999	10,000	1.75	2.75	5	9
5,000 – 9,999	18,000	1.25	2.5	4	7.5
10,000 – 14,999	35,000	0.6	2	2.75	6
15,000 – 24,999	45,000	0.6	2	2.75	5.5
25,000 – 49,999	70,000	0.5	2	2.75	5.25
50,000 – 74,999	110,000	0.5	2	2.5	4.75
75,000 – 99,999	150,000	0.4	1.75	2.25	4.5
Over 100,000	220,000	0.4	1.75	2.25	4

Example

1. The library's jurisdictional population is 38,000.
2. The library wishes to achieve the "established" level.
3. The library's population is in the 25,000 – 49,999 range. Therefore the "base" for the library is 70,000.
4. The "established" level for this population range is 2.75 volumes per capita.
5. Multiply 2.75 times 38,000 (the jurisdictional population) = 104,500.
6. Add this number (104,500) to the base (70,000) for a total of 174,500 volumes.

Note: The "base" is not a level. It is a number to be used in the calculation.

This table was reviewed by the *Serving Our Public 2.0* Task Force. The statistics were compared to other state compilations as well as the last two years of *Illinois Public Library Annual Report (IPLAR)* and found to be appropriate.