**Collection Development & Collection Management**

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**Definition & Purpose**

Collection Development is the systematic selection of resources by faculty librarians to add to a library’s collection. Library resources include both print and digital publications, from books, scholarly journals, newspapers, and magazines to eBooks, databases, DVDs, and streaming video. The purpose of Collection Development at Edison State College is to support and enrich the College Curriculum, which in turn supports the research needs of both faculty and students.

Collection Management is the complete process of building and maintaining a library’s collection. Collection Management includes the selection, acquisition, cataloging, preservation, and weeding of library resources, and encompasses related library services and resources, such as Interlibrary Loan and Reserves. Collection Management requires both librarians and library staff to continuously assess the collection. The purpose of Collection Management is to ensure that the library provides access to a useful collection of resources that strongly supports the ESC Curriculum. To accomplish this, the library staff considers collecting priorities in conjunction with the future growth of the collection.

**Philosophy/Strategy**

Developing and maintaining a balanced and relevant collection of resources guides all Collection Management decisions. All librarians order resources, and do not specialize in any one area. To determine collection needs, ESC librarians systematically and regularly review the library’s holdings; inquire into demand through student and faculty surveys; review ESC program and course requirements to ensure balanced coverage; and consider student queries and ESC faculty requests. In addition, Lee Librarians discuss collection development issues and present titles for purchase at biweekly Collection Development meetings, held since 2009. Titles presented for purchase at these meetings are based on a methodical review of all holdings in the circulating Lee Collection using the Library of Congress Classification System.

The Lee Campus Librarians implemented a new Collection Development strategy during the 2012 Summer Semester. This new strategy is based on a statistical analysis of how many resources have circulated during specific time periods, and is organized by Library of Congress Classification System. The main focus is to update the entire collection by purchasing recently published materials. Librarians systematically will work through the entire Lee Campus Collection using the statistical model, beginning with the R Class, since it encompasses the health sciences, a core part of the ESC curriculum. As part of this new strategy, librarians also will review course syllabi, reach out to and meet with program administrators to determine collection needs, attend department meetings, and meet with department chairs.

**Collection Management Guidelines**

Librarians routinely add to and remove resources from the Libraries’ collections. These decisions are based on the following criteria:

* Relevance to course work/curriculum
* Demand in subject area
* Strengths and weaknesses in the subject area
* Strengths and weaknesses in the entire collection
* Currency and timeliness of the resource
* Appropriateness of the format
* Availability of the resource
* Authoritativeness and accuracy
* Published reviews of the resource
* Cost of the resource

**Weeding**

Weeding is a core element of Collection Management. ESC Librarians regularly and carefully remove resources from the collection in order to maintain a robust, relevant, and timely collection, and to make room for new acquisitions due to limited space. Librarians permanently withdraw resources based on the following criteria:

* Resources that no longer support the curriculum
* Superseded editions
* Outdated subject matter
* Duplicate copies that are no longer needed
* Resources that have never circulated or have not circulated in several years
* Outdated formats

If relevant resources are missing or are in poor condition, the Library staff will withdraw the damaged resources and purchase replacement copies.

**Donations**

Although the ESC Libraries accept donations, librarians only accept donations after careful review. Only resources that are relevant to the collection, have potential for use, and are in good condition are accepted as gifts.