![Idaho Commission for Libraries logo]

Best Practices Section 1: Collection Development and Management

Checklist

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"Collection development" originally denoted activities involved in developing a library collection in response to institutional priorities and user needs and interests – that is, the selection of materials to build a collection. Collection development was understood to cover several activities related to the development of library collections, including selection, determination and coordination of policies, needs assessment, collection use studies, collection analysis, budget management, community and user outreach and liaison, and planning for resource sharing. Now, the term is often used interchangeably with or in combination with *collection management*. Johnson, Peggy. *Fundamentals of Collection Development and Management*. Chicago: American Library Association, 2018.

Best Practices for Public Libraries in Idaho is a tool developed by the Idaho Commission for Libraries for the public library community to use in planning, staff and trustee development, orientation, and advocacy.

Together with an advisory group of practicing librarians, ICfL has developed a set of suggested Best Practices which are presented in seven content areas:

1. **Collection Development and Maintenance**
2. Facilities
3. Governance and Board Service
4. Human Resources
5. Marketing and Advocacy
6. Services and Programming
7. Technology

Each of the seven checklists is supported by a toolkit which further defines or supports the Best Practices statements.

Checklist statements are divided into categories designed to assist the participant:

- Core – Statements in this category are fundamental to public library service in Idaho.
- Enhanced – Statements in this category add value to core library services.
- Stretch – Includes nationally trending library practices.

A good way to approach these tools is to work through each checklist, ticking off the boxes for those Best Practices currently maintained by the library. The remaining unchecked Best Practices present opportunities for local development, planning, and education.

The Idaho Commission for Libraries does not require attainment of levels for eligibility in any ICfL programs or services. The Best Practices are intended to be a tool for continuous improvement, not a library certification program. ICfL encourages public libraries to use the Best Practices in conjunction with ICfL's *Best Practices Improvement Plan*.

The Idaho Commission for Libraries is introducing a companion program for *Best Practices for Public Libraries in Idaho*. *The Best Practices Improvement Plan* will provide financial support, through a grant process, to assist libraries in improving identified areas of Best Practice.

Core Level

Yes ☐ No ☐ 1.1. My library has a written, board-approved collection development policy comprising the following components:

    1.1.1. Selection;

    1.1.2. Deselection and weeding;

    1.1.3. Replacement of worn, damaged, or lost materials;

    1.1.4. Planning for and engaging in resource sharing;

    1.1.5. Evaluation of options for access, *e.g.*, format choice, rights management, license restrictions, consortial requirements;

    1.1.6. Planning for new collections or collection areas;

    1.1.7. Acceptance of gifts;

    1.1.8. The library's mission;

    1.1.9. Intellectual freedom (IF);

    1.1.10. Future goals;

    1.1.11. Special areas of attention;

    1.1.12. Cooperative decision making with other libraries or within the library's consortium.

Yes ☐ No ☐ 1.2. My library evaluates materials considered for purchase (including patron requests for materials) using a number of criteria.

Yes ☐ No ☐ 1.3. My library routinely assesses and examines the collection to identify areas in need of newer materials.

Yes ☐ No ☐ 1.4. My library uses an established system to place materials in proper subject areas and to assign them to shelving areas.

Yes ☐ No ☐ 1.5. My library's selectors consider age recommendations for each item as they choose and classify materials.

Yes ☐ No ☐ 1.6. My library observes Machine-Readable Cataloging (MARC) standards, a set of digital formats for the description of items cataloged by libraries.

Yes ☐ No ☐ 1.7. My library weeds systematically and periodically to ensure that the remaining items in the collection are attractive and more visible.

Yes ☐ No ☐ 1.8. My library provides access, signage, and appropriate technology for accessing its catalog and collections in all formats with clear instructions and staff assistance available when necessary for the entire community, including, but not limited to, people who have a hearing loss, are deaf, or are deaf-blind; people who are blind or have low vision; people with a physical disability.

Yes ☐ No ☐ 1.9. My library's attorney has approved the copyright notice that is posted near the library's photocopiers.

Yes ☐ No ☐ 1.10. My library's staff is aware of "fair use" under current U.S. copyright law, including the right to make copies for archival and preservation purposes, for patrons, and for interlibrary loans.

Yes ☐ No ☐ 1.11. My library's collection development policy includes a procedure for dealing promptly and courteously with challenges to library materials.

Yes ☐ No ☐ 1.12. My library has a web-based integrated library system (ILS) with a mobile-friendly interface, *e.g.*, Apollo, KOHA, Polaris, Sirsi.

Yes ☐ No ☐ 1.13. My library allocates a minimum of [10 percent] of its annual operating budget to collection development and maintenance.

Yes ☐ No ☐ 1.14. My library mends, repairs, recases, or rebinds books as appropriate to prolong the useful life of the materials.

Yes ☐ No ☐ 1.15. My library has adopted sustainable practices related to collection management including selecting from vendors who use green practices, mending when appropriate, recycling packaging, and mindful discarding of materials.

Yes ☐ No ☐ 1.16. My library has a disaster contingency plan in place.

Yes ☐ No ☐ 1.17. My library provides an effective and balanced collection for each ethnic, cultural, or linguistic group in the community.

Enhanced Level

Yes ☐ No ☐ 1.18. My library facilitates, encourages, and sponsors the conservation of original materials that relate to the heritage of local ethnic, linguistic, and cultural groups.

Yes ☐ No ☐ 1.19. My library's staff is continuously researching and evaluating new digital content, e-learning services, and other tools.

Stretch Level

Yes ☐ No ☐ 1.20. My library has budgeted for and trained staff to perform digitization of special collections and local history.

Yes ☐ No ☐ 1.21. My library's staff helps patrons access the Internet as a way to create their own digital content.

Yes ☐ No ☐ 1.22. My library's staff is continuously developing new digital content, e-learning services, and other tools.

Yes ☐ No ☐ 1.23. My library has migrated, or is planning to migrate from, AACR2 to RDA.