



Idaho  
Commission  
*for* Libraries

## Best Practices Section 1: Collection Development and Management

# Toolkit

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In this toolkit you will find value-added information that includes definitions, examples, and links to useful resources to help you respond to the questions in the corresponding Best Practices Checklist.

## A library's collection development policy

- Informs
  - By presenting the library's mission
  - By identifying collection priorities
  - By guiding allocation of staff
  - By guiding budget requests
  - By demonstrating accountability
  - By serving as a vehicle of communication with the library's stakeholders
  - By educating librarians responsible for the library's collections
  - By supporting cooperative collection development
- Protects
  - By safeguarding intellectual freedom and preventing censorship
  - By providing procedures for handling challenges to library materials in a fair and impartial manner
  - By protecting against pressure to purchase inappropriate or irrelevant materials
  - By specifying the conditions under which the library accepts and rejects gifts
  - By clarifying the principles guiding decisions to weed, deselect, or move to storage
  - By addressing the library's position on the privacy of donors and users of the collection

## Core Level

- 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.
- 1.2. My library evaluates materials considered for purchase (including patron requests for materials) using a number of criteria. These include, but are not limited to:
  - 1.2.1. Content fits within the mission and strategic plan of the library;
  - 1.2.2. Popular demand;
  - 1.2.3. Cost;
  - 1.2.4. Timeliness;
  - 1.2.5. Scarcity of material on the subject and availability elsewhere;
  - 1.2.6. Suitability of format for library use;
  - 1.2.7. Quality and sustainability of the format;
  - 1.2.8. Representation of diverse points of view and broad knowledge base;

- 1.2.9. Relevance to community needs;
- 1.2.10. Consideration of the work as a whole;
- 1.2.11. Technical quality;
- 1.2.12. An analysis of interlibrary loan (ILL) requests is helpful for identifying areas of the collection that are not satisfying patron needs. For this reason, a library may choose to purchase an item instead of borrowing it from another library.
- 1.2.13. The number of duplicate copies purchased may be determined by the number of holds on a given title as funds allow.
- 1.2.14. Reviews in professional and book review journals may be useful in considering purchases of new materials. Sources of professional reviews include, but are not limited to:
  - 1.2.14.1. *Booklist*: <http://www.ala.org/aboutala/offices/publishing/booklist/>;
  - 1.2.14.2. *Library Journal*: <https://www.libraryjournal.com/>;
  - 1.2.14.3. *New York Times Book Review*:  
<https://www.nytimes.com/section/books/review>;
  - 1.2.14.4. *The Horn Book*: <https://www.hbook.com/>;
  - 1.2.14.5. *Kirkus Reviews*: <https://www.kirkusreviews.com/>;
  - 1.2.14.6. Local newspapers;
  - 1.2.14.7. *Publishers Weekly*: <https://www.publishersweekly.com/>;
  - 1.2.14.8. *The REFORMA Newsletter*:  
[https://www.reforma.org/article\\_home.asp?edition=2](https://www.reforma.org/article_home.asp?edition=2);
  - 1.2.14.9. *Voya*: <http://voyamagazine.com/>
  - 1.2.14.10. *School Library Journal*: <https://www.slj.com/>;
- 1.2.15. Materials in electronic format may be evaluated using the following criteria as well as those listed above:
  - 1.2.15.1. Access;
    - 1.2.15.1.1. Based on library card number
    - 1.2.15.1.2. Unlimited whenever possible

1.2.15.2. Accessibility;

1.2.15.2.1. In-house – from within the library

1.2.15.2.2. Remote – from outside the library

1.2.15.3. The LiLI Databases provide easy online access to the full text of thousands of magazines, professional journals, reference materials, and newspapers. Also included are databases for personal and professional development including auto-repair, reader advisory, and health information.

<https://lili.org/>

1.2.15.4. Added value over other formats – A service offered to a library by a vendor that enhances the product, thereby increasing its value in the marketplace, such as the addition by the vendor of table of contents notes to the catalog records for titles purchased. Value-added may also refer to a supplementary feature designed to facilitate or enhance an existing library service, such as a search utility that helps users identify and locate fiction not only in print, but in DVD, Blu-ray, or 4K<sup>1</sup> as well;

1.2.15.5. Platforms<sup>2</sup>;

1.2.15.6. Search interface;

1.2.15.7. Vendor-provided usage statistics;

1.2.16. An item need not meet all of the above criteria in order to be acceptable. Other considerations may be applicable in specific subject areas.

1.3. My library routinely assesses and examines the collection to identify areas in need of newer materials<sup>3</sup>. Criteria for assessing and examining a library's collection may include, but are not limited to:

1.3.1. Accuracy;

1.3.2. Availability from other libraries;

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<sup>1</sup> 4K resolution, also called 4K, refers to a horizontal display resolution of approximately 4,000 pixels. In television and consumer media, 3840 × 2160 (4K UHD) is the dominant 4K standard. The 4K television market share increased as prices fell dramatically during 2014 and 2015. By 2020, more than half of U.S. households are expected to have 4K-capable TVs, a much faster adoption rate than that of Full HD (1080p).

<sup>2</sup> A computing platform or digital platform is the environment in which a piece of software is executed. It may be the hardware or the operating system (OS), even a web browser and associated application programming interfaces, or other underlying software, as long as the program code is executed with it.

<sup>3</sup> An example of the periodic collection inventory (or collection audit) is CREW, an acronym for Continuous Revue, Evaluation, and Weeding. To learn more about CREW, visit <https://www.tsl.texas.gov/ld/pubs/crew/index.html>.

- 1.3.3. Changes in format;
- 1.3.4. Community interest<sup>4</sup>;
- 1.3.5. Duplicate items with low circulation numbers;
- 1.3.6. Durability (some materials are simply too delicate for circulating collections);
- 1.3.7. Physical space limitations;
- 1.3.8. Strategic plan priorities;
- 1.3.9. Sustainability of format;
- 1.3.10. Timeliness / Currency;
- 1.3.11. Usage statistics;
- 1.3.12. Wear and tear / Attractiveness;
- 1.4. My library uses an established system to place materials in proper subject areas and to assign them to shelving areas. Library materials may be classified and arranged using methods that include, but are not limited to:
  - 1.4.1. Library of Congress Subject Headings (LCSH)<sup>5</sup>;
  - 1.4.2. The Dewey Decimal Classification (DDC) System<sup>6</sup>;
  - 1.4.3. Book Industry Standards and Communications (BISAC) neighborhoods<sup>7</sup>;

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<sup>4</sup> The American Library Association (ALA) promotes equal access to information for all persons and recognizes the ongoing need to increase awareness of and responsiveness to the diversity of the communities we serve. ALA recognizes the critical need for access to library and information resources, services, and technologies by all people, especially those who may experience language or literacy-related barriers; racism; discrimination on the basis of appearance, ethnicity, immigrant status, religious background, sexual orientation, gender identity, gender expression; or barriers to equal education, employment, and housing. Kate Davis, "Shared Patron-Driven Acquisitions within a Consortium: The OCLC PDA Pilot," *Serials Review* 38, no 3 (September 2012): 183-87.

<sup>5</sup> Library of Congress Subject Headings (LCSH) comprise a thesaurus, or controlled vocabulary, of subject headings, maintained by the United States Library of Congress, for use in bibliographic records. <http://id.loc.gov/authorities/subjects.html>

<sup>6</sup> The Dewey Decimal Classification System (DDC) is used mainly by public libraries to allow new materials to be added to a library in their appropriate location based on subject. DDC organizes library materials by discipline or field of study. <https://www.oclc.org/en/dewey.html>

<sup>7</sup> The BISAC Subject Headings List, also known as the BISAC Subject Codes List, is a standard used by many companies through the book supply chain to categorize books based on topical content. The Subject Heading applied to a book can determine where the work is shelved in a brick-and-mortar store or the genre(s) under which it can be searched for in an internal database. <https://bisg.org/page/BISACSubjectCodes>

#### 1.4.4. Medical Subject Headings (MeSH)<sup>8</sup>.

- 1.5. My library's selectors consider age recommendations for each item as they choose and classify materials. Age guidelines are intended for use in cataloging all materials deemed intellectually suitable for children and young people. Age recommendations may also be suggested by publishers and other sources. The use of labeling of materials is ideally done to assist with access while not violating the *Library Bill of Rights*. The following guidelines are suggested by the Association for Library Collections and Technical Services (ALCTS), a division of the American Library Association:  
<http://www.ala.org/alcts/resources/org/cat/ccfkch1>.
- 1.6. My library observes Machine-Readable Cataloging (MARC) standards, a set of digital formats for the description of items cataloged by libraries. The MARC formats are standards for the representation and communication of bibliographic and related information in machine-readable form. There are several versions of MARC in use around the world, the most predominant U.S. being MARC 21, created in 1999 as a result of the harmonization of U.S. and Canadian MARC formats. The MARC 21 family of standards now includes formats for authority records, holdings records, classification schedules, and community information, in addition to the format for bibliographic records. See <https://www.loc.gov/marc/>.
- 1.7. My library weeds<sup>9</sup> systematically and periodically to ensure that the remaining items in the collection are attractive and more visible. The impact of weeding your library's collection will keep your library looking better, make the best materials easier to find, and save time for your library's patrons and staff. Keeping a collection fresh and weeded not only makes the remaining items more visible, it also frees up shelf face-out display, which in turn increases the library's circulation numbers. Check out the CREW method of collection evaluation in footnote 3, above.
- 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

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<sup>8</sup> Medical Subject Headings (MeSH) is a comprehensive controlled vocabulary for the purpose of indexing journal articles and books in the life sciences. It serves as a thesaurus that facilitates searching. Created and updated by the U.S. National Library of Medicine (NLM), it is used by the MEDLINE/PubMed article database and by NLM's catalog of book holdings. MeSH is also used by ClinicalTrials.gov registry to classify which diseases are studied by trials registered in ClinicalTrials. The yearly printed version of MeSH was discontinued in 2007 and MeSH is now available online only. It can be browsed and downloaded free of charge through PubMed. Originally in English, MeSH has been translated into numerous other languages and allows retrieval of documents from different origins.  
<https://www.nlm.nih.gov/mesh/meshhome.html>

<sup>9</sup> Weeding is the process of removing materials from an active collection for withdrawal or transfer to storage. Withdrawal is the process of permanently discarding materials and removing the descriptive records from the library's catalog.

hearing loss, are deaf, or are deaf-blind; people who are blind or have low vision; people with a physical disability<sup>10</sup>. Library signage performs several functions, including:

- 1.8.1. Providing information about collections, services, and facilities to enhance the customer experience;
  - 1.8.2. Persuading patrons to try a product or service that is new – or new to them;
  - 1.8.3. Directing the public to services, facilities, and key areas;
  - 1.8.4. Identifying the building’s meeting or program rooms, restrooms, or floors;
  - 1.8.5. Giving warning or safety instructions, *e.g.*, exits, emergency procedures, policies, rules, and regulations;
  - 1.8.6. Helping the public navigate the building – inside or out – with interactive screens, navigational footsteps, or other means of dynamic wayfinding.
- 1.9. My library’s attorney has approved the copyright notice that is posted near the library’s photocopiers. For example, “The copyright law of the United States (title 17, United States Code) governs the making of photocopies or other reproductions of copyright material. The person using this equipment is liable for any infringement.”
- 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. See the Library of Congress website for information and resources on copyright <https://loc.gov/search/?in=&q=copyright+&new=true&st=>. Also see <http://www.ala.org/advocacy/sites/ala.org.advocacy/files/content/copyright/FairUseChecklist.pdf>
- 1.11. My library’s collection development policy includes a procedure for dealing promptly and courteously with challenges to library materials.
- 1.11.1. *Challenged Materials* is often the last section of a library’s collection development policy and includes the procedure for making and following through with challenges as well as a request for reconsideration of library materials form. For

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<sup>10</sup> This includes, but is 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; people who use wheelchairs or other mobility devices; people with speech disabilities; people who are autistic; people with psychiatric disabilities or mental illness; people with developmental disabilities; people with learning disabilities; people with traumatic (or acquired) brain injury; people who are short of stature; people with cerebral palsy; people with Tourette Syndrome; people who look different; people with hidden disabilities; people with HIV and AIDS; people who use service animals. For more information on interacting with all patrons, see the United Spinal Association’s *Disability Etiquette: Tips on Interacting with People with Disabilities*: <http://www.unitedspinal.org/pdf/DisabilityEtiquette.pdf>. Another source of information is MTV’s “Hitting Stereotypes at Full Speed”: <https://web.archive.org/web/20051102113026/http://www.mtv.com/thinkmtv/features/discrimination/murderball/index3.jhtml>. You will also find useful information in Appendix A and Appendix B of the Services and Programming Toolkit.



this reason, the collection development policy is usually the only library policy that discusses procedure. The Madison (Wisconsin) Public Library's Collection Development Policy references the American Library Association's *Library Bill of Rights*, *Freedom to Read* statement, and *Freedom to View* statement and refers patrons to the procedure for requesting the reconsideration of library materials.

1.11.1.1. The American Library Association has developed sample Reconsideration of Material forms:

<http://www.ala.org/tools/challengesupport/selectionpolicytoolkit/sampleforms>.

1.11.1.2. The Collections Policy of the Ames (Iowa) Public Library has designated this section "Expressions of Concern," and refers the reader to a separate policy:

<https://www.amespubliclibrary.org/sites/default/files/2018-11/CollectionsPolicy.pdf>.

1.11.2. Hearing a challenge to library materials is not one of the acceptable reasons for going into executive session [Idaho Code section [74-206\(1\)](#)]. If a patron decides to appeal the director's decision to the board, the appeal must be dealt with in an open meeting.

1.12. My library has a web-based integrated library system (ILS) with a mobile-friendly interface, e.g., Apollo, KOHA, Polaris, Sirsi.

1.12.1. An ILS is used to track items owned, orders placed, bills paid, and patrons who have borrowed.

1.12.2. The Alaska State Library has assembled a list of automation options for small libraries at <http://lam.alaska.gov/catresources/automation>.

1.12.3. Marshall Breeding has authored the annual Library Systems Report published by *American Libraries* since 2014:

<https://americanlibrariesmagazine.org/2019/05/01/library-systems-report-2019/>.

1.13. My library allocates a minimum of 10 percent of its annual operating budget to collection development and maintenance. Local economic conditions will be a major influence on the actual percentage of a given library's budget allocated for materials. National figures from 2017 show the percentage each state is spending on collections:

[https://www.ims.gov/sites/default/files/fy2017\\_pls\\_tables.pdf](https://www.ims.gov/sites/default/files/fy2017_pls_tables.pdf)

- 1.14. My library mends<sup>11</sup>, repairs<sup>12</sup>, recases<sup>13</sup>, or rebinds<sup>14</sup> books as appropriate to prolong the useful life of the materials.
- 1.14.1. Mending and repairing are done in order to keep library materials fit to circulate.
  - 1.14.2. Re-casing and rebinding are more appropriate when trying to save out-of-print books for the long term.
  - 1.14.3. The Association for Library Collections & Technical Services (ALCTS), a division of the American Library Association, offers tips on Saving Your Stuff: <http://www.ala.org/alcts/preservationweek/howto>.
  - 1.14.4. An alternative to preservation is *planned deterioration*, where library materials are retained until they have deteriorated beyond the point of being usable and then withdrawn or replaced.
- 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.
- 1.16. My library has a disaster contingency plan in place.
- 1.16.1. A disaster contingency plan identifies a possible disaster (a flood, for example) as well as the resulting consequences for collections, facilities, and services. The plan then identifies appropriate steps to respond to those circumstances. It is important that collections librarians prepare a disaster response plan and keep it up-to-date for the library's collection.
  - 1.16.2. For more information, check out these tools:
    - 1.16.2.1. dPlan: Online Disaster Planning Tool: <http://www.dplan.org/>;
    - 1.16.2.2. Conservation OnLine (CoOL): <http://cool.conservation-us.org/index.html>, a project of the Preservation Department of the Stanford University Libraries;

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<sup>11</sup> Mending is the minor restoration of a book's condition that does not require replacement of material or removal of the bound sections from the cover.

<sup>12</sup> Repairing is the partial rehabilitation of a worn book or other item, including restoration of the cover and reinforcement of the hinges or joints. Repairing is more extensive than mending but less extensive than recasing or rebinding.

<sup>13</sup> Recasing is the process of regluing a book that has come loose from its cover.

<sup>14</sup> Rebinding is the complete rehabilitation of a book too worn for mending or repairing. Rebinding usually entails removing the case or cover, resewing the sections or regluing the text block, and applying a new cover.

- 1.16.2.3. Disaster Response and Recovery: <https://www.culturalheritage.org/resources/emergencies/disaster-response-recovery#.WRybutxICpo>;
  - 1.16.2.4. Disaster Mitigation Planning Assistance: <http://resources.conservation-us.org/disaster/>;
  - 1.16.2.5. Ready.gov: <https://www.ready.gov/business>;
  - 1.16.2.6. TechSoup's Disaster Planning and Recovery Toolkit: <https://www.techsoup.org/disaster-planning-and-recovery>.
- 1.17. My library provides an effective and balanced collection for each ethnic, cultural, or linguistic group in the community. The Reference and User Services Association (RUSA), a division of the American Library Association, has published guidelines for the development and promotion of multilingual collections and services: <http://www.ala.org/rusa/resources/guidelines/guidemultilingual>.

### **Enhanced Level**

- 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.
- 1.18.1. RUSA has published guidelines for establishing local history collections: <http://www.ala.org/rusa/resources/guidelines/guidelinesestablishing>.
  - 1.18.2. For more information, visit:
    - 1.18.2.1. The Library of Congress: <http://www.loc.gov/preservation/>.
    - 1.18.2.2. The British Library: <https://www.bl.uk/aboutus/stratpolprog/collectioncare/>.
    - 1.18.2.3. The Getty Conservation Institute: <http://www.getty.edu/conservation/>.

1.18.2.4. Cornell University's Library Preservation<sup>15</sup> and Conservation<sup>16</sup> Tutorial:  
<https://chinapreservationtutorial.library.cornell.edu/content/introduction>.

1.19. My library's staff is continuously researching and evaluating new digital content, e-learning services, and other tools.

### Stretch Level

1.20. My library has budgeted for and trained staff to perform digitization of special collections and local history. For an introduction to digital preservation and some useful resources:  
[https://www.webjunction.org/events/webjunction/An Introduction to Digital Preservation.html](https://www.webjunction.org/events/webjunction/An_Introduction_to_Digital_Preservation.html).

1.21. My library's staff helps patrons access the Internet as a way to create their own digital content. Examples include:

1.21.1. Canva: Create your own data visualizations and promotional materials:  
<https://canva.com>.

1.21.2. FanFiction.net: Contribute to the largest and second most popular fan fiction site in the world: [FanFiction.net](http://www.fanfiction.net);

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<sup>15</sup> Preservation is prolonging the existence of library and archival materials by maintaining them in a condition suitable for use, either in their original format or in a form more durable, through retention under proper environmental conditions or actions taken after a book or collection has been damaged to prevent further deterioration. Former Yale University conservator Jane Greenfield lists the factors affecting the condition of books as light, temperature, relative humidity, pollution, inherent vice, biological attack, human error (including improper storage and handling), deliberate mutilation, and disasters (*The Care of Fine Books*, Nick Lyons Books, 1988).

*Preservation* is a broader term than *conservation*, preservation includes managerial and financial considerations, including storage and accommodation provisions, staffing, and policy decisions, as well as the techniques and methods of maintaining materials in optimal condition. Click here to learn more about preservation at the Library of Congress and here to read the *Preservation Policy* of the American Library Association. Preservation Leaflets are available online from the Northeast Document Conservation Center (NEDCC), which also offers *Preservation 101: An Internet Course on Paper Preservation*: <https://www.nedcc.org/free-resources/preservation-101>. The Preservation Advisory Centre of the British Library also provides online booklets on a variety of preservation topics: <https://www.bl.uk/conservation/guides>.

The Preservation and Reformatting Section (PARS) of the Association for Library Collections & Technical Services (ALCTS) within the American Library Association (ALA) is devoted to improving the preservation and reformatting of library materials in all types of institutions and to providing leadership in the application of new technologies to assure continued access to library collections. For more information, visit <http://www.ala.org/alcts/mgrps/pars>.

<sup>16</sup> Conservation is a physical or chemical intervention to ensure the survival of manuscripts, books, and other documents, for example, the storage of materials under controlled environmental conditions or the treatment of mildew-infected paper with a chemical inhibitor. Non-invasive techniques are preferred as a means of preserving items in their original condition. In a more general sense, any measures taken to protect archival or library collections from damage or deterioration, including initial examination, documentation, treatment, and preventive care supported by research. Current ethical standards require respect for the historical integrity of the item. A person educated, trained, and experienced in such procedures is a *conservator*.

- 1.21.3. Good Reads: Write your own book reviews and create collections:  
[https://www.goodreads.com/;](https://www.goodreads.com/)
- 1.21.4. NaNoWriMo (National Novel Writing Month): Find your voice, achieve creative goals, and build new worlds – on and off the page: [https://www.nanowrimo.org/;](https://www.nanowrimo.org/)
- 1.21.5. Prezi: Create your own online presentations, even if you aren't a designer:  
[https://prezi.com/;](https://prezi.com/)
- 1.22. My library's staff is continuously developing new digital content, e-learning services, and other tools.
  - 1.22.1. Digital content is any content that exists in the form of digital data. For more information: <https://www.alastore.ala.org/content/digital-library-programs-libraries-and-archives-developing-managing-and-sustaining-unique;>
  - 1.22.2. eLearning is learning that utilizes electronic technologies to access educational curricula outside of a traditional classroom. It can refer to a course, a program, or a degree delivered completely online. Examples include ICfL's free, online Alternative Basic Library Education (ABLE) program provides basic library knowledge and skills for staff with no formal library education. To learn more, visit <https://libraries.idaho.gov/continuing-education/able/>. Another example of an online learning environment is WebJunction, a free resource for libraries. <https://www.webjunction.org/home.html>.
- 1.23. My library has migrated, or is planning to migrate from, AACR2 to RDA.
  - 1.23.1. Anglo-American Cataloguing Rules (AACR) were an international library cataloging standard first published in 1967. A second edition appeared in 1988 (AACR2), and another in 1998 (AACR2R); all updates ceased in 2005.
  - 1.23.2. Resource Description and Access (RDA) was a completely new standard released in 2010 to replace AACR2R. This newer standard is intended to be more flexible and suitable for use in a digital environment.