

Best Practices Sample Questions

20190927

[insert Introduction]

Instructions:

[insert text]

SAMPLE

Section 1: Collection Development and Management

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 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 area and to assign them to shelving areas.

Yes No

1.5. Our 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, such as books.

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 hearing, deaf, hard of hearing, blind, visually impaired, and physically challenged members of the community.

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 collection development policy includes a procedure for dealing promptly and courteously with challenges to library materials.

Yes No

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

Yes No

1.12. My library allocates a minimum of 10 percent of its annual budget to collection development and maintenance.

Yes No

1.13. My library allows patrons of any age to access materials in all shelving sections, as prescribed in Article V of the American Library Association's *Library Bill of Rights*: <http://www.ala.org/advocacy/intfreedom/librarybill>.

Yes No

1.14. To prolong the useful life of materials, my library mends and rebinds materials as appropriate. 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

1.15. My library has a disaster response and recovery plan in place.

Enhanced Level

Yes No

1.16. My library provides an effective, balanced, and substantial collection for each ethnic, cultural, or linguistic group in the community.

Yes No

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

Stretch 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 has budgeted for and trained staff to perform digitization of special collections and local history.

Yes No

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

Yes No

1.21. My library's staff is continuously developing new digital content, e-learning services, and other tools.

Yes No

1.22. My library has migrated or is planning to migrate from AACR2 to RDA.

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Value-Added Section

Below you will find definitions, examples, and links to useful resources to help you respond to the best practices questions in this survey.

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Section 1: Collection Development and Management

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 using a number of criteria.
 - 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. Customer requests for purchase of materials will be evaluated using these same criteria.
- 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, including, but not limited to:
 - 1.2.14.1. *Booklist*
 - 1.2.14.2. *Library Journal*
 - 1.2.14.3. *New York Times Book Review*
 - 1.2.14.4. *Science Books and Films*
 - 1.2.14.5. *The Horn Book*
 - 1.2.14.6. *Kirkus Review*
 - 1.2.14.7. Local newspapers
 - 1.2.14.8. *Publisher's Weekly*
 - 1.2.14.9. *The REFORMA Newsletter*
 - 1.2.14.10. *Voya*
 - 1.2.14.11. *School Library Journal*
- 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. 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 as well.

- 1.2.15.4. Platforms
- 1.2.15.5. Search interface
- 1.2.15.6. 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. 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
 - 1.3.3. Changes in format
 - 1.3.4. Community interest
 - 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 area and to assign them to shelving areas. Library materials are classified and arranged using methods that include, but are not limited to:
 - 1.4.1. Library of Congress Subject Headings (LCSH)¹
 - 1.4.2. The Dewey Decimal Classification (DDC) System²
 - 1.4.3. Book Industry Standards and Communications (BISAC) neighborhoods³

¹ 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.

² 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.

³ 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

- 1.5. Our 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 following guidelines are suggested by the Association for Library Collections and Technical Services (ALCTS), a division of the American Library Association:
 - 1.5.1. Preschool (up to, but not including, Kindergarten)
 - 1.5.2. Primary (Kindergarten through grade 3)
 - 1.5.3. Preadolescent (grades 4 through 8)
 - 1.5.4. Adolescent (grades 9 through 12)
 - 1.5.5. General (any audience level)
 - 1.5.6. Juvenile (all through age fifteen or grade 9)
- 1.6. My library observes MACHine-Readable Cataloging (MARC) standards, a set of digital formats for the description of items cataloged by libraries, such as books. The MARC formats are standards for the representation and communication of bibliographic and related information in machine-readable form. <https://www.loc.gov/marc/>
- 1.7. My library weeds 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.
- 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 hearing, deaf, hard of hearing, blind, visually impaired, and physically challenged members of the community. Library signage performs several functions
 - 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

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>

- 1.8.5. 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 collection development policy includes a procedure for dealing promptly and courteously with challenges to library materials.
 - 1.10.1. This 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 this reason, the collection development policy is generally the only library policy that discusses procedure.
 - 1.10.2. 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.
- 1.11. My library has a web-based integrated library system (ILS), *e.g.*, Apollo, KOHA, Polaris, Sirsi, with a mobile-friendly interface. An ILS is used to track items owned, orders placed, bills paid, and patrons who have borrowed. The Alaska State Library has assembled a list of automation options for small libraries at <http://lam.alaska.gov/catresources/automation>.
- 1.12. My library allocates a minimum of 10 percent of its annual budget to collection development and maintenance. Of course, local economic conditions will be a major influence on the actual percentage of a given library’s budget allocated for materials.
- 1.13. My library allows patrons of any age to access materials in all shelving sections, as prescribed in Article V of the American Library Association’s *Library Bill of Rights*: <http://www.ala.org/advocacy/intfreedom/librarybill>. The *Library Bill of Rights* is a formal statement first adopted by ALA in 1939 and amended several times since, affirming the right of libraries in the United States to provide, to all members of the communities they serve, materials expressing diverse points of view and to remain free of censorship.
- 1.14. To prolong the useful life of materials, my library mends and rebinds materials as appropriate. 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. The cost effectiveness of mending versus replacing will, of course, depend on the library’s budget.

- 1.14.1. 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>
- 1.14.2. <http://www.ala.org/advocacy/sites/ala.org.advocacy/files/content/copyright/FairUseChecklist.pdf>
- 1.15. My library has a disaster response and recovery plan in place.
 - 1.15.1. dPlan: Online Disaster Planning Tool: <http://www.dplan.org/>.
 - 1.15.2. Conservation OnLine (CoOL): <http://cool.conservation-us.org/index.html>.
 - 1.15.3. Disaster Response and Recovery: <https://www.culturalheritage.org/resources/emergencies/disaster-response-recovery#.WRybutxlCpo>.
 - 1.15.4. Disaster Mitigation Planning Assistance: <http://resources.conservation-us.org/disaster/>.
 - 1.15.5. Ready.gov: <https://www.ready.gov/business>.
 - 1.15.6. TechSoup's Disaster Planning and Recovery Toolkit: <https://www.techsoup.org/disaster-planning-and-recovery>.

Enhanced Level

- 1.16. My library provides an effective, balanced, and substantial 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>.
- 1.17. My library's staff is continuously researching and evaluating new digital content, e-learning services, and other tools.

Stretch 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. RUSA has published guidelines for establishing local history collections:
 - 1.18.1. <http://www.ala.org/rusa/resources/guidelines/guidelinesestablishing>. For more information, visit:
 - 1.18.1.1. The Library of Congress: <http://www.loc.gov/preservation/>.

- 1.18.1.2. The British Library:
<https://www.bl.uk/aboutus/stratpolprog/collectioncare/>.
- 1.18.1.3. The National Archives of Australia: <http://www.naa.gov.au/information-management/managing-information-and-records/preserving/index.aspx>.
- 1.18.1.4. The Getty Conservation Institute: <http://www.getty.edu/conservation/>.
- 1.18.1.5. Cornell University's Library Preservation and Conservation Tutorial:
<https://chinapreservationtutorial.library.cornell.edu/content/introduction>.
- 1.19. 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.
- 1.20. My library's staff helps patrons access the Internet as a way to create their own digital content. Examples include:
 - 1.20.1. Canva: Create your own data visualizations and promotional materials:
<https://www.canva.com/>.
 - 1.20.2. FanFiction.net: Contribute to the largest and second most popular fan fiction site in the world: [FanFiction.net](http://www.fanfiction.net).
 - 1.20.3. Good Reads: Write your own book reviews and create collections:
<https://www.goodreads.com/>.
 - 1.20.4. NaNoWriMo (National Novel Writing Month): Find your voice, achieve creative goals, and build new worlds – on and off the page: <https://www.nanowrimo.org/>.
 - 1.20.5. Prezi: Create your own online presentations, even if you aren't a designer:
<https://prezi.com/>.
- 1.21. My library's staff is continuously developing new digital content, e-learning services, and other tools.
 - 1.21.1. 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>.
 - 1.21.2. 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.
- 1.22. My library has migrated or is planning to migrate from AACR2 to RDA.
 - 1.22.1. Anglo-American Cataloguing Rules (AACR) were an international library cataloging standard first published in 1967. A second edition appeared in 1988 (AACR2) and 1998 (AACR2R); all updates ceased in 2005.

1.22.2. Resource Description and Access (RDA) was a completely new standard released in 2010 to replace AACR2. This newer standard is intended to be more flexible and suitable for use in a digital environment.

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