Are you acquiring, organizing, maintaining, and making available information in a variety of formats? The second of the two primary functions of a library is to acquire, organize, maintain, and make available information in a range of formats to meet the needs of your community. Collection management needs to conform to the library's collection development policies. Allocation of the materials budget reflects the library library's long-range plan for meeting the needs and interests of the entire community.

Web sites covering all aspects:

- Collection Development from the Arizona State Library
- Memorial Hall Library: Collection Development Manual 2009: Circulating Collection

Collection Development Policy

- Washoe County Library: Collection Development Policy

Recommended collection development policies and plans may include:

- Community profile and clientele description to determine library’s customers
- Library mission and purpose
- Challenges to library materials
  - SAILS Library Network: Patron Complaint Policy
- Copyright
  - LLRX.Com’s Library Digitization Projects and Copyright
  - ALA Movie Licensing Fact Sheet (Information on movie release forms)
- Disaster and recovery plan
  - ALA Disaster Response: A Selected Annotated Bibliography
  - dPlan (disaster planning software – demo is free)
  - Orange Beach Public Library Hurricane Plan
- Collection parameters
- Subject areas to be covered and in what depth
- Media formats
- Patron requests
- Collection purposes, what are the program and patron needs to be met
- Collection priorities
- E-Books
- Multiple copies
- Local materials
- Gifts and donations
  - *Review of Gift Policies*
  - *Ephrata Public Library: Gift Acceptance Policy*
- Cooperative collection development
- Method used to obtain material not owned
- Conservation and preservation
  - Library of Michigan *Preservation and Conservation* page
  - Northeast Document Conservation Center *Preservation Leaflets* – on a wide range of preservation/conservation topics
- Disaster and recovery plan
- Intellectual freedom
  - *American Library Association Freedom to Read*
  - *American Library Association Freedom to View*
  - *American Library Association Library Bill of Rights*
  - *American Library Association: Diversity in Collection Development: An Interpretation of the Library Bill of Rights*
- Reference Collection
  - *Internet Public Library - Reference section*
- Selection
  - Criteria and Schedule
  - Responsibility
  - Methods and Procedures
  - Evaluation
- Weeding Criteria and Schedule
  - *The CREW Method: A Weeding Method for Modern Libraries*

Some collection development policies also include:
• Breakdown of collection by classification number and fiction genre with accompanying narrative addressing scope and weeding schedule
• Breakdown of media collection by format with accompanying narrative addressing scope and weeding schedule

A review of any collection development plan includes an analysis of collection usage to determine its effectiveness, based on the goals, priorities and/or roles called for in the library’s strategic plan.

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