



Selecting Materials for Your Library Collection

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South Central Kansas Library System

No easy button...

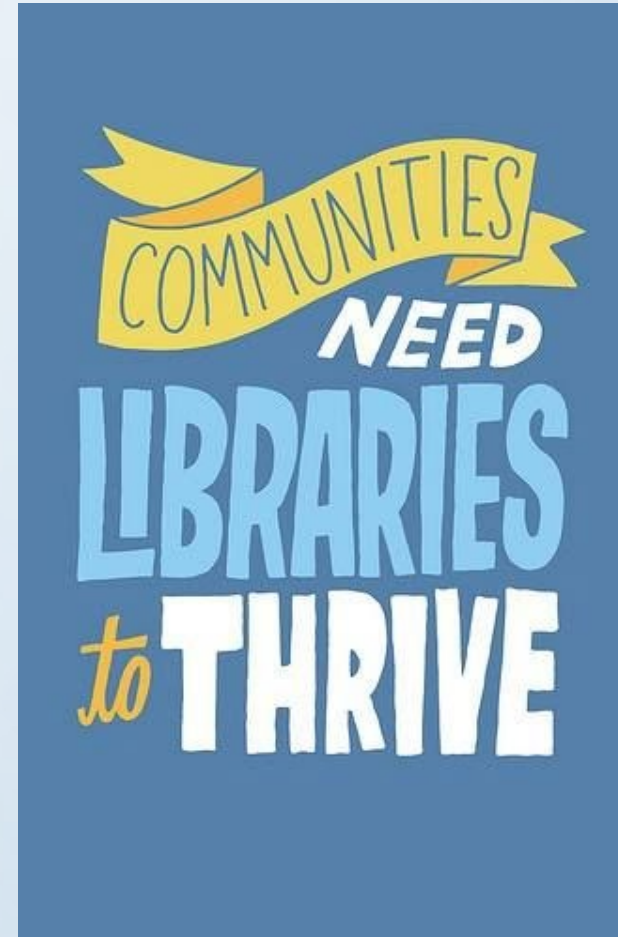


Selecting new books:

- Fun? Yes
- Easy? Not so much
- A one-size-fits-all-list of what you should have in your library? Nope
- It is, however, a wonderful and rewarding experience to see a book you chose picked up and loved by someone in your community.

Great Library Collections are:

- **Relevant**
- **Up-to-Date**
- **Accessible**
- **Useful**
- **Dynamic**
 - *adjective*
 - 1.(of a process or system) characterized by constant change, activity, or progress.
 - 2.(of a person) positive in attitude and full of energy and new ideas.



Key Tasks of Collection Development

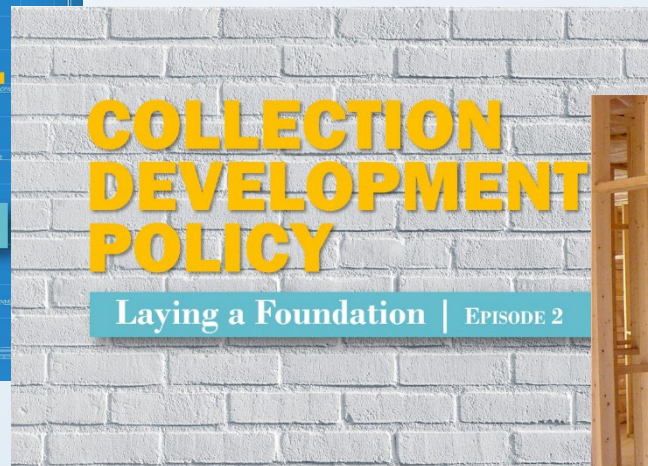
- Collection Development Plan
- Collection Maintenance
 - Regular Monitoring
 - Continuous Review
 - Thoughtful Development

Collection Development Policy



Collection Development Policy Webcast Series on Demand!

- <https://www.sckls.info/services/continuing-education/library-learning-pathways/collection-development-policy-writing>



Why do I need a Collection Development Policy?

- To provide a point of reference for all members of staff involved in Collection Development
- Serves as a shield when challenges from patrons arise
 - Covers both purchasing and weeding decisions



What to include in a Collection Development Policy

- The library's mission and purpose
- Selection criteria – such as scope, publication date or demand
- Material formats to be collected (Print, CD, DVD, ebooks, etc.)
- Responsibility for selection
- Patron requests
- Gifts and donations
- Replacements and Duplicates
- Challenges to library materials
- Weeding

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Know your Community

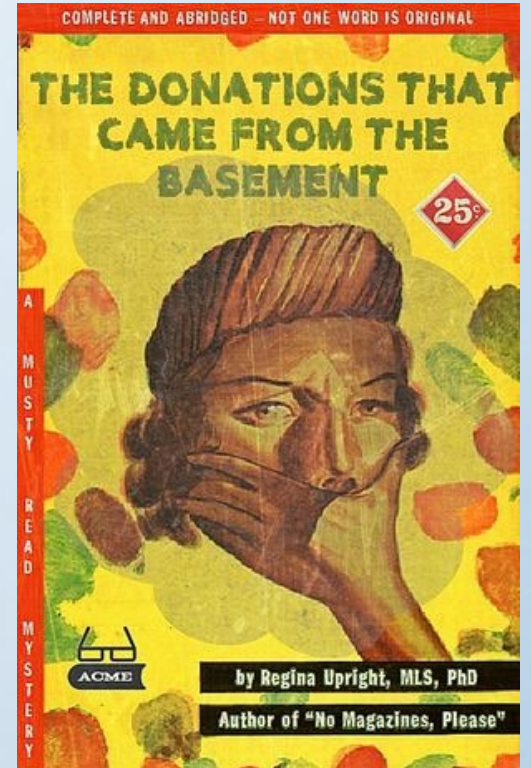
- In order to create a Purpose statement for your library, you need to know your community.
 - Know who your library serves in the community and who it doesn't
 - Is there a way to include those community members not currently being served?
 - How does your library serve it's community?
 - Different types of libraries serve their communities in different ways
 - What is your library's purpose?
 - Are the items and services offered by the library serving the library's purpose?
 - Does either the service provided by the library or the library's purpose need to change in order to match up?

Decide how your collection will serve your community

- What criteria will be used to select books?
 - Will the books be reviewed in relevant journals?
 - Do you require a selection committee or director to approve selections?
 - **The selected books should support your library's mission and purpose**
- What formats will your library purchase?
 - Print formats exclusively? Video on DVD or Blu-Ray? Audio in CD, MP3, or Playaway formats? ebooks? Databases?
 - Review your policy regularly and make sure that your Policy is up-to-date
- Who will be doing the selection?
 - The Director? Multiple staff members? Will there be oversight by the Board, the Director, or a committee?

Tricky Situations

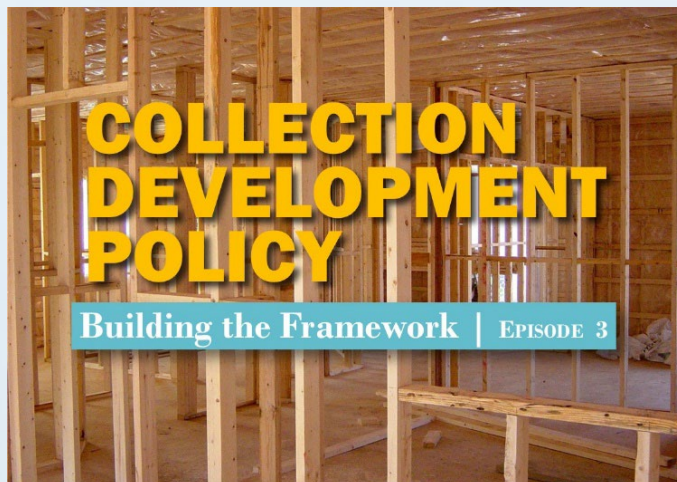
- Patron Requests
 - Will you purchase every book that every patron requests?
 - Some libraries use the Rule of 3, which is 3 ILL requests and the library will purchase the book (or at least review it for purchase)
- Gifts and Donations
 - You are not required to accept every book, piece of furniture or art that someone decides to gift to the library. However, you do need to have a written policy on hand when a gift arrives on your doorstep.



Check out examples

In Episode 3, Building the Framework, you can view examples of School, Public and Academic Collection Development Policies that deal with Selection.

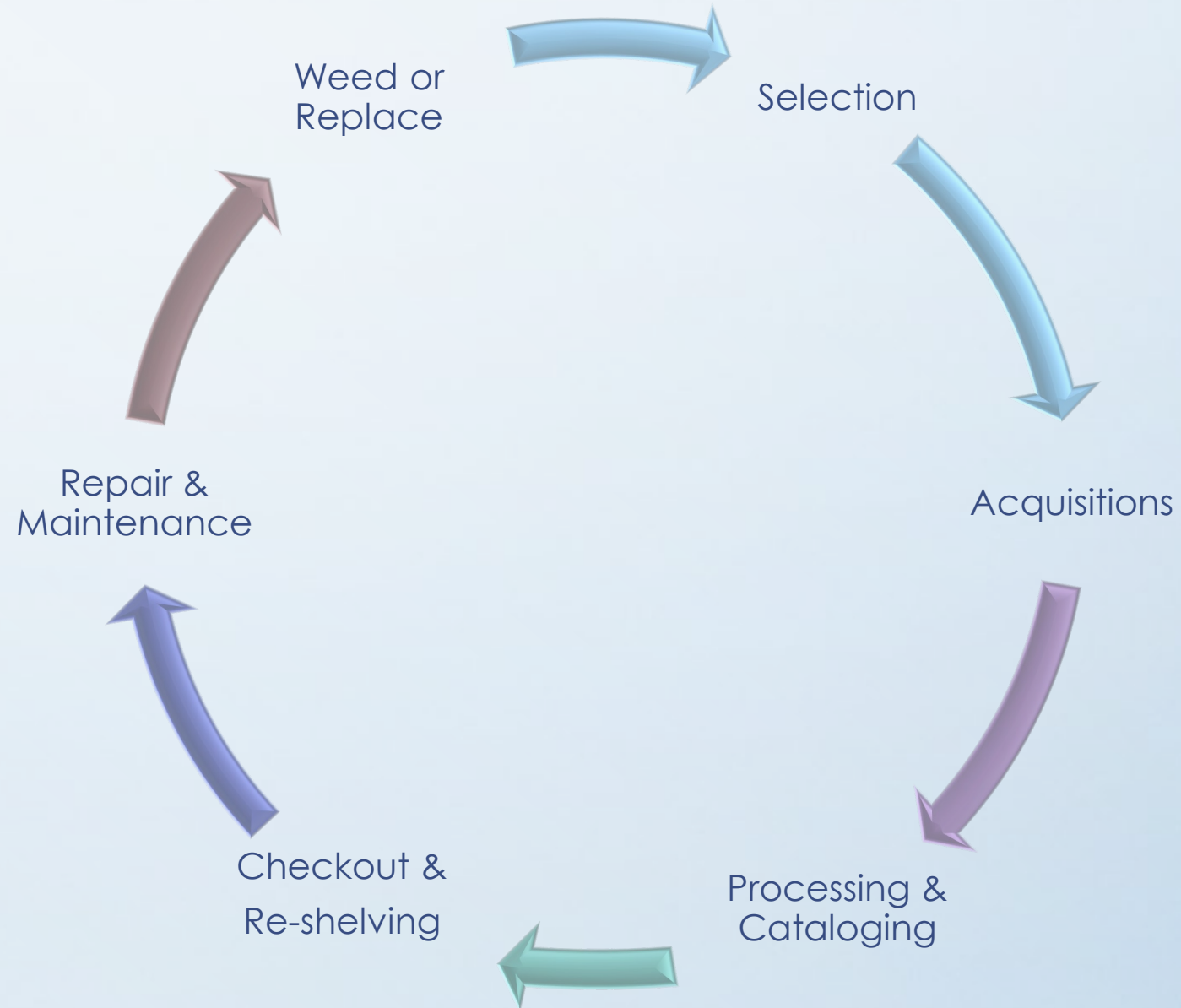
In Episode 4, Protecting from the Elements, you can find examples of Policies that deal with Gifts and Donations as well as Deselection (Weeding), Intellectual Freedom and Challenges to Materials.



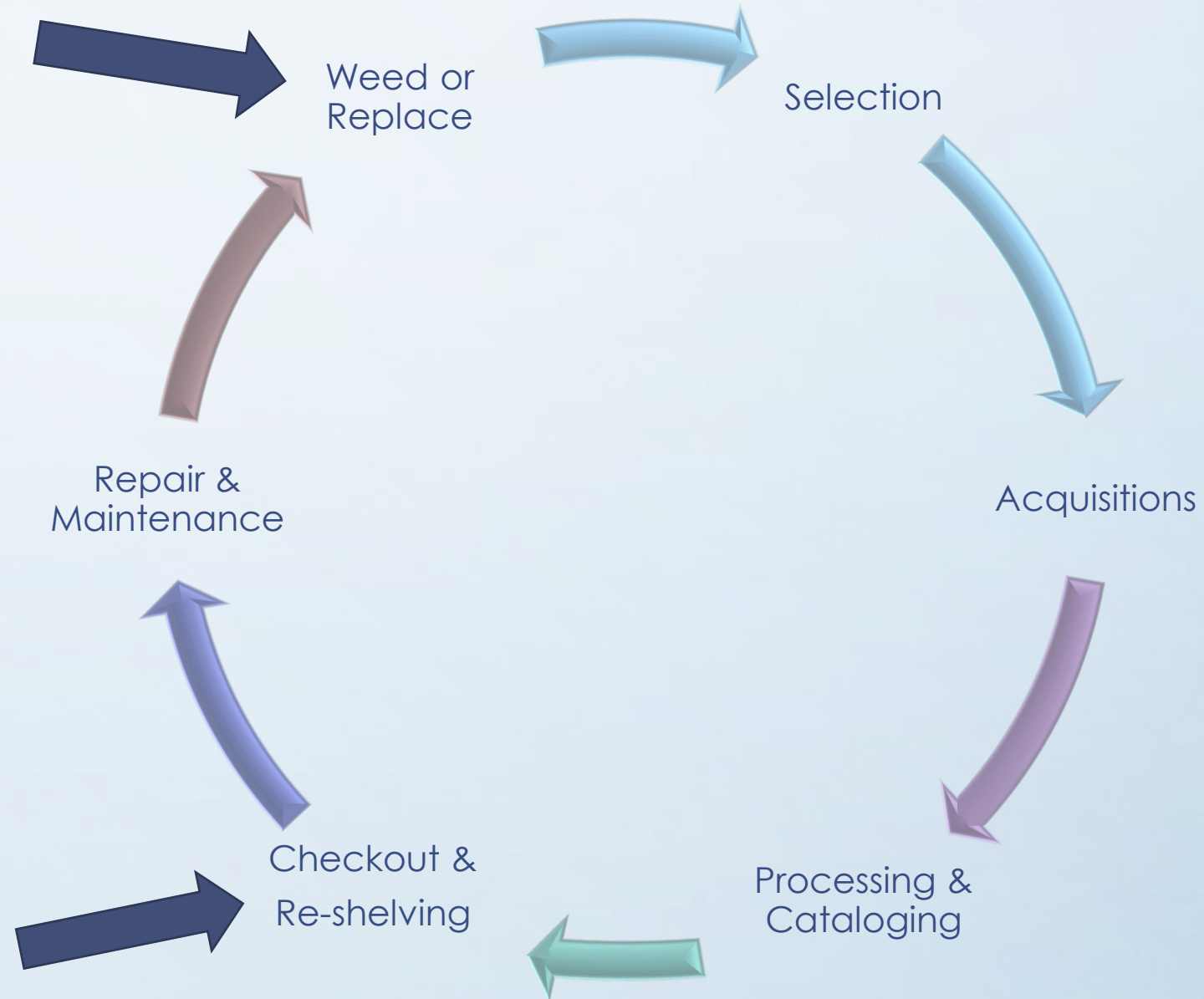
Collection Maintenance Cycle



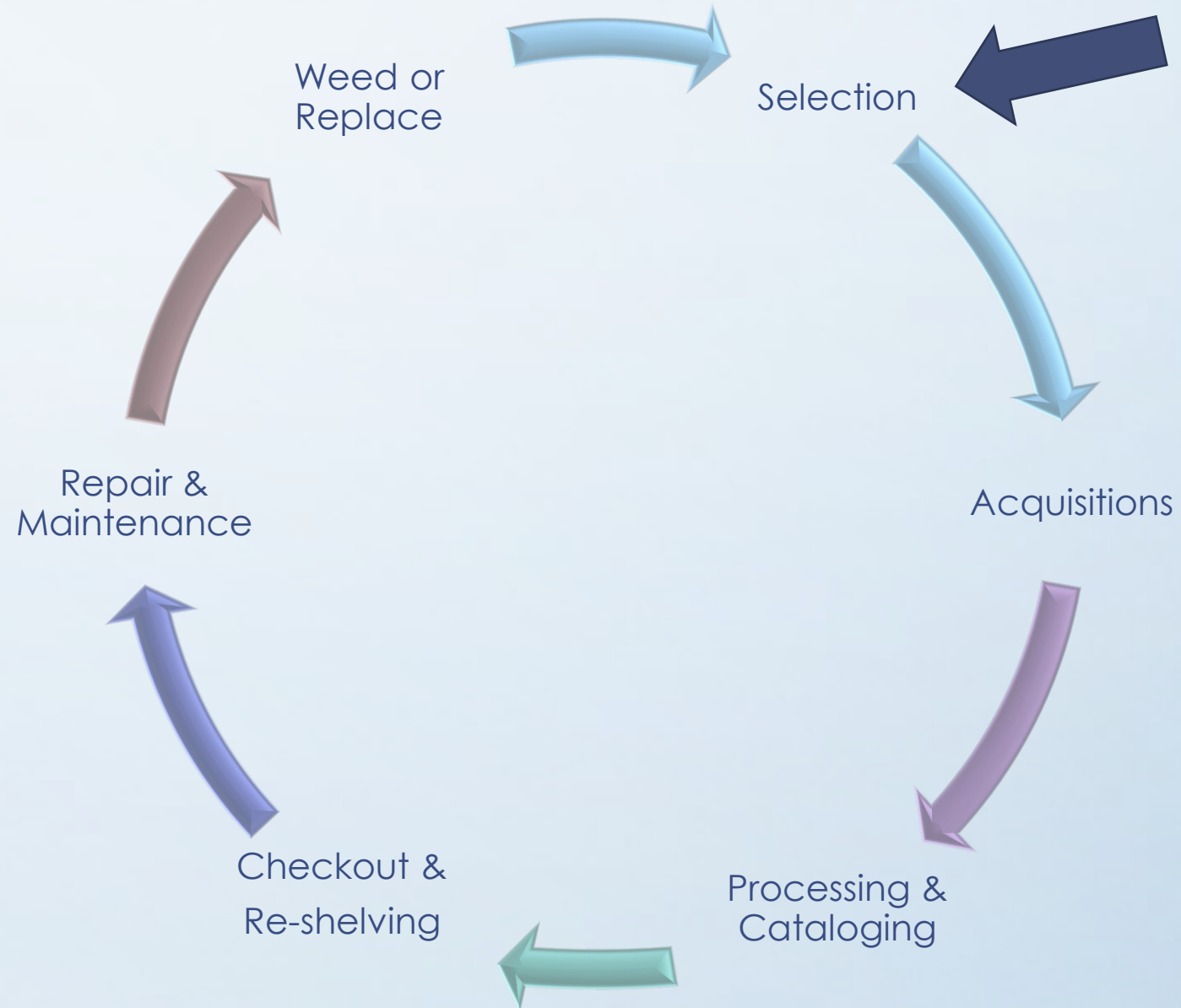
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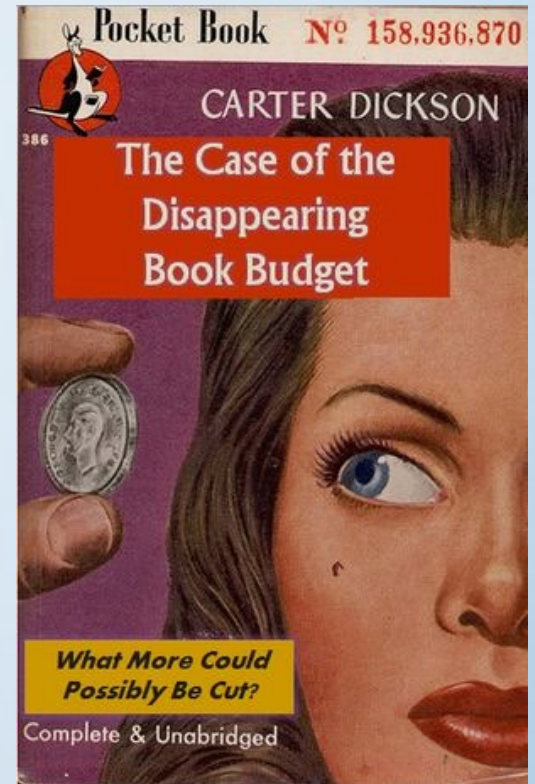


Selection and Your Budget



Selection and Your Budget

- Guidelines only – **be Flexible!**
- Create a budget at the beginning of the year.
- Take your yearly budget and divide by 12.
 - Be conservative in purchases at the beginning of fiscal year
 - Sometimes budgets are cut!
 - Publishers have high and low seasons
- % of Circulation = (roughly) % of your Selection budget
 - For example, if 40% of your circulation is Picture Books, you should be spending *roughly* 40% of your budget on Picture Books.



Set spending and flexible spending

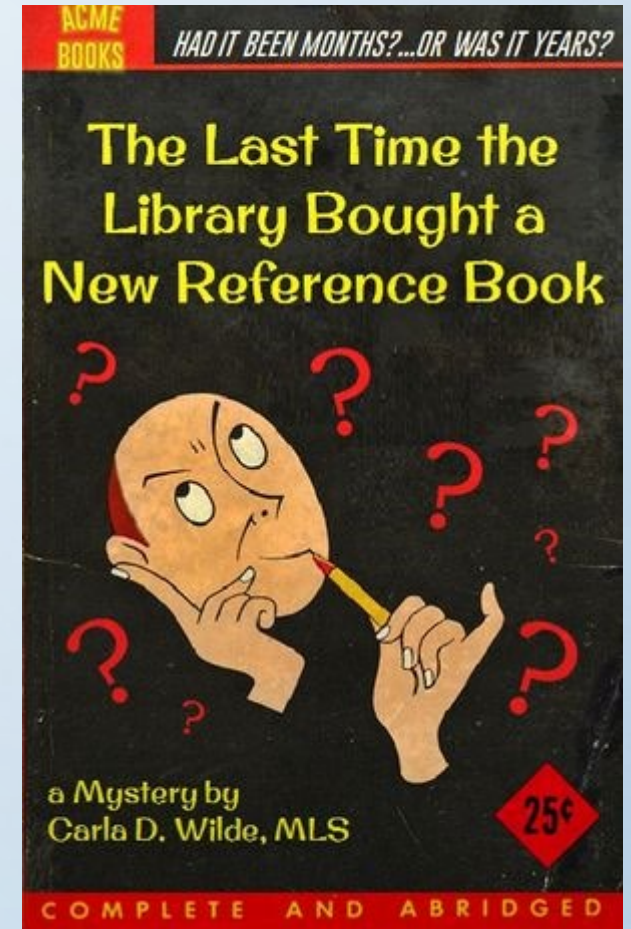
- Processing costs
 - Whether processing materials for your library will be done before they arrive or by staff at your library, decide if that cost is coming out of your selection budget or another line item - such as library supplies.
- Set spending amounts are deducted from the budget first.
 - Standing Order Plans, Pre-paid plans (such as a point system plan), subscriptions to newspapers, magazines, journals or databases
- What's left is flexible spending
 - Decisions to purchase are made on a book by book basis

Selection Guidelines



Guidelines for Selection

- Type of Library
- Library's Mission and Purpose
- Selection Criteria Statement
 - Format
 - Customer Requests
 - Reviews
- Shelving and Organization of the Collection



Criteria for Selection

- Whether a purchase or a donation
- Is this item?
 - Reflective of the library's mission, goals and objectives?
 - Relevant and responsive?
 - Physically accessible (print, electronic)?
 - Timely?
 - Complementary of the rest of the collection?
 - Reflective of the quality standards for material in the same format or topical area?

Where we often start...

- Popular Reading = Most Check Outs
- Bestselling Authors (no need to read reviews)
- Titles and Authors on TV, Radio or Newspapers
- Find out what other libraries with similar patrons are buying



Fill holes in collection...

- Evaluating your collection
- One time or ongoing purchase?
- How much control do you want in purchasing decisions?



Make a wish list

- If someone walked into your library and offered to write you a check, would you know what to buy?
- Elevator pitch
- Prioritize
- Give a reason!
- Keep a list



Book Review Sources



General Review Sources

- Booklist Online - <https://www.booklistonline.com/> (Free online exclusive reviews but to access everything a subscription is needed)
- Kirkus Reviews - <https://www.kirkusreviews.com/>
- Library Journal - <https://www.libraryjournal.com/> (Some free & some require a subscription)
- Publishers Weekly - <https://www.publishersweekly.com/pw/home/index.html> (Some free & some require a subscription)
- Amazon – www.amazon.com
- Barnes & Noble - <https://www.barnesandnoble.com/>

Genre Fiction

- All About Romance - <https://allaboutromance.com/>
- Historical Novel Society - <https://historicalnovelsociety.org/>
- Locus - <https://locusmag.com/> (Science Fiction, Fantasy & Horror)
- SFFWorld - <https://www.sffworld.com/> (Science Fiction, Fantasy & Horror)
- Stop You're Killing Me - <http://www.stopyourekillingme.com/index.html> (Some Reviews but lots of series and character information for Mysteries and Thrillers)

Reviews for Children's Books

- ALSC Notable Children's Books Listings - <http://www.ala.org/alsc/awardsgrants/notalists/ncb>
- The Children's Book Review - <https://www.thechildrensbookreview.com/>
- Common Sense Media - <https://www.common sense media.org/>
- Horn Book - <https://www.hbook.com/> (Subscription Required)
- KNEA Reading Circle - <https://www.kneaweb.org/knea-reading-circle/>
- School Library Journal - <https://www.slj.com/>
- Teaching Books - <https://www.teachingbooks.net/>

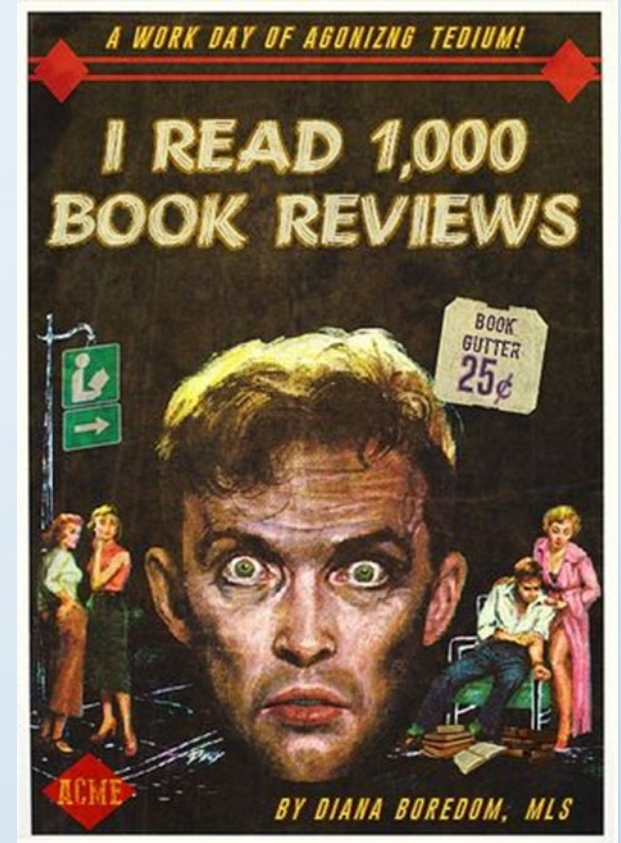
Academic Reviews

- Choice - <https://www.choice360.org/>



Reviews and More

- Edelweiss Plus - <https://www.edelweiss.plus/>
- NetGalley - <https://www.netgalley.com/>
- Library Reads - <https://libraryreads.org/>
- Goodreads - <https://www.goodreads.com/>
- Novelist Plus – available through the State Library of Kansas
- New York Times Bestsellers - https://www.nytimes.com/books/best-sellers/?_r=0 (lists only)



How to read book reviews



How to read book reviews

- Look at the first and last sentence of the book review as well as for a “verdict”
- Look for information about the author’s other books or qualifications in their field
- Information about read-a-like authors
- Information about who is the book’s intended audience or reading level
- Look for things that set this book apart: illustrations, maps, gender or diversity inclusion

Example book review # 1

- This stand-alone is a spin-off of Hearne's popular "Iron Druid" urban fantasy series. Al MacBharrais is a sigil agent for the Fae goddess Brighid, who uses magical inks to create spells and keep the peace. His latest apprentice, Gordie, has just been found dead under rather dodgy circumstances. The one surviving witness is a hobgoblin whom Gordie was about to sell into slavery. Al needs to enlist the hobgoblin's help but is hampered by a curse that makes everyone who hears his voice hate him. Can he solve the murder and figure out how to break his curse? Maybe, with enough whisky. VERDICT Delightful! Hearne's ("Seven Kennings" series) use of Scottish words and spellings (detailed in the foreword) never becomes distracting, but instead adds to the story's singular flavor. The author includes plenty of shout-outs for fans of the "Iron Druid" series, while introducing an intelligible tale sure to draw in new readers. Great for fans of Ben Aaronovitch, Jim Butcher, or Anton Strout.—Laurel Bliss, San Diego State Univ. Lib.
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Example Book Review #2

- Alex Carmichael's house just burned down, but that's shaping up to be the least of his troubles. Alex is happy with his wife of six months, Natalie, and she seems to be getting more comfortable with his 14-year-old daughter, Jade. Things have been hard since his first wife died, and he's thrilled things are coming together so well. However, that delicate balance is tested when Alex returns from entertaining London clients to find his home ablaze and his daughter still inside. Natalie claims she tried to find Jade and get her out but couldn't. Luckily, Jade is rescued from the blaze, but she requires hospitalization, and Natalie and Alex must stay at a hotel. If the fire wasn't bad enough, Jade confides to Alex that she saw a man inside the house before the fire broke out, and it wasn't the first time. And it just gets weirder from there. The police claim that the fire doesn't look like an accident, and when Alex returns to the remains of his home in hopes of rescuing a few personal possessions, he discovers documents that suggest Natalie might not have been honest about her past. He doesn't know the half of it, but he's hiding a few secrets of his own. Fleet alternates past and present and moves among several narrators as she unfolds the truth about Natalie and the horrible events that came to define her. That past is about to catch up with her, but she's not about to go down without a fight. Fleet is a capable writer, and Natalie's story is especially compelling and well plotted, but most readers will see the big twist(s) coming from a mile away. This book will handily pass the time but ultimately fails to distinguish itself from a crowded field. Standard fare.
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Example Book Review #5

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- **From School Library Journal**

Example Book Review #5

- **PreS-Gr 2** Two monsters regale readers with their storytelling prowess. The **big blue, furry critter's** first few attempts leave the audience wanting more: "So, there's this kid.... And he gets eaten by a dragon. The End!" A **small, yellow creature with long, expressive ears**, offers some editorial advice. **Speech bubbles relay the funny kibitzing and brainstorming** that ensues. The blue monster insists on having a hungry dragon as his main character, despite his pal's sage warnings ("Dragon stories usually don't end well... be careful what you wish for."). **Bentley's bright, cartoon illustrations humorously relay the story-within-the story about a knight who escapes being swallowed by a dragon by the quick thinking of a "brave damsel"** who points out "Ye Olde Dragon Menu" clearly states Tuesday's dietary offerings are "noodles (only)." Just when the monsters think their tale is finished, Dennis the hungry dragon makes a reappearance, and the comical pair finds themselves on the meal plan. **VERDICT This laugh-out-loud, metafictional romp will have young readers and writers hankering to create their own sequel.**- Linda Ludke, London Public Library, Ont.

- **From School Library Journal**

Example Book Review #6 & #7

- Gr 1–3 With the Newbolds' third excursion into art history for children, a curious hamster provides a monster safari through some of the most famous works of American realist Edward Hooper, the surrealism of Dorothea Tanning, Jean-Michel Basquiat, and many more. The story begins by asking readers to conjure up the mental picture of a monster, and goes on to explore how such a creature might appear if imposed on the landscape of various works of art. Rather than Whistler's Mother, viewers are introduced to Whistler's monster—a Lovecraftian sea-monster in a rocking chair. Vegetables are assembled into a monstrous still life to stand for Giuseppe Arcimboldo's portrait of Rudolph II. The example of René Magritte does not seem to channel a specific piece, instead incorporating his themes into a ghoulish work of surrealism. While the works themselves, which appear to be rendered digitally, lack some of the painterly style and hallmarks of the originals, the monsters are integrated so that it is often difficult to distinguish which elements are part of the original; perhaps the best example being Franz Kline's abstract monster in dark strokes. The last page offers children an opportunity to draw their own monster and the back matter explains more about the life and signature style of each artist represented. VERDICT A clever and somewhat spooky introduction to famous artists and their signature works for early elementary students.—Kelly Topita, Anne Arundel County Public Library, MD
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Example Book Review #6 & #7

- From the creators of *If da Vinci Painted a Dinosaur* (2018), introductions to 16 more artists who didn't paint monsters—but could have. Once again the illustrator brushes in a hamster docent to guide viewers through a gallery of paintings that evoke the styles, and often specific works, of an artistic roster that gives people of color (Jean-Michel Basquiat, Robert Thompson) and women (Dorothea Tanning, Frida Kahlo, Helen Frankenthaler) strong showings alongside their dead white male colleagues. The tone is generally tongue-in-cheek—but there are some genuinely creepy critters too, from a surprisingly disturbing Giuseppe Arcimboldo face to surrealist Tanning's eerily invisible midnight walker. Still, seeing Edward Hopper's *Nighthawks* transformed into small rodents, a long, green body gliding sinuously among fuzzy Claude Monet water lilies, undead figures cavorting in an Henri de Toulouse-Lautrec "danse macabre," or the dramatic slashes of a Franz Kline-style abstract certainly makes the originals approachable as well as serving as points of departure for private imaginings. The accompanying captions are largely superfluous ("M.C. Escher's creatures creep up and down, around and around." So they do), but as before, a blank page set on an easel at the end invites personal additions to the exhibit. Capsule profiles of each artist parodied close the volume. An engaging approach to fine art—but the premise shows signs of wear. (Informational picture book. 5-9)
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Further Training





Further information

Books

- Gregory, V. L. (2019). *Collection development and management for 21st century library collections: An introduction* (2nd ed.). ALA Neal-Schuman.
- Kelly, M. M. (2020). *The complete collections assessment manual: A holistic approach*. ALA Neal-Schuman.
- Saponaro, M. Z., & Evans, G. E. (2019). *Collection management basics* (7th ed.). Libraries Unlimited.

Online Videos

- Collection Development: The Basics and Beyond a presentation by Rebecca Vnuk (you will have to search YouTube with the title because it won't let me link the presentation)
- Weed 'Em and Weep! Hoarding is not Collection Development (<https://vimeo.com/128423844>)

Questions?

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