

Wiggin Memorial Library

COLLECTION DEVELOPMENT PROCESS

1. Evaluate focus section of collection
Fill out Evaluation Summary & Development Plan for each focus section.
2. Weed focus section of collection
Considerations:
 - a. Condition
 - b. Age/Accuracy & Timeliness of content
 - c. Usefulness/PopularitySeparate weeded items into discards and titles or topics for replacement.
Also note items which need repair, recovering, etc.
3. Select titles to add to the focus section and/or to replace weeded items.
Professional review and evaluation sources should be used, including:
 - Children's Catalog
 - Booklist
 - Book Links
 - School Library JournalBudget should be planned to accommodate collection development.
4. Cosmetics: Repair, recover, etc. those items identified as in need.

When this process is complete, the focus section of the collection should be attractive, up-to-date, and highly useful.

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EVALUATION SUMMARY

Date: _____

Focus Section Call Number: _____

Subject: _____

Rate of change in this topic:

_____ Slow _____ Moderate _____ Fast

Resources used for evaluating topic: _____

Does this topic area need weeding? _____ Yes _____ No

Is there enough material to meet the demand? _____ Yes _____ No

What type of materials circulate the most?

_____ Popular/Recreational _____ General Info. _____ Research

Are replacements needed? _____ Yes _____ No

Is enough new material being purchased on a regular basis? _____ Yes _____ No

Initial Recommendations/Notes: _____

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DEVELOPMENT PLAN

Date: _____

Focus Section Call Number: _____ Subject: _____

Description of topic area: (kinds of materials present, range, focus, age, condition)

Influencing Factors/Special Demands: (general interest, school projects, etc.)

Selection Plan: (Resources & focus areas)

Retention, Replacement & Weeding Criteria:

Development Plan: (How much regular maintenance & adding needs to be done; i.e. 20 new titles per year? 3 new titles per year? Annual or biannual weeding? Based on rate of change in topic and on anticipated demand)