



# COLLECTION DEVELOPMENT

YOUR COLLECTION'S CIRCLE OF LIFE

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# COLLECTION DEVELOPMENT

- Collection development is the process of...*developing* your library's collection
- Like any collection, a library's collection requires the following:
  - Time
  - Energy
  - Money
  - Care
  - And sometimes, letting go

# COLLECTION DEVELOPMENT POLICY

- All of your systems have a Collection Development policy!
- Policies state the mission/objectives of the collection, any special or noteworthy elements of the collection, and the criteria for inclusion, like:
  - Relevance to interests and needs of the community
  - Extent of publicity, critical review and current or anticipated demand
  - Current or historical significance of the author or subject
  - Relevance to the existing collection's strengths and weaknesses
  - Reputation and qualifications of the author, publisher or producer, with preference generally given to titles vetted in the editing and publishing industry
  - Suitability of format to library circulation and use
  - Date of publication
  - Price, availability and library materials budget



# THE LIFE CYCLE OF A BOOK

- Assess
- Select
- Acquire
- Process
- Circulate
- Maintain
- Weed





# PHASE ONE: ASSESS, SELECT, ACQUIRE

- What's missing from your shelves?
- What are people requesting—either for purchase or via ILL?
  - Do you have a way for patrons to make suggestions for purchase?
    - Project idea: a “hey please buy this” suggestion box or Google Form for patrons
    - Project idea: suggest that the ILL person be included in the selection process



# PHASE ONE: ASSESS, SELECT, ACQUIRE

- What's special about your community that will help to shape your collection?
  - Businesses
  - Attractions
  - Community interests
  - Ethnic groups
  - Religious groups
  - Local history and historical places



World's Largest Pecan, Brunswick, MO

# PHASE ONE: ASSESS, SELECT, ACQUIRE

Where do you learn about books to buy?

- Review sources (*Library Journal*, *Publisher's Weekly*)
- Curated lists online
- Award winners/best seller lists
- National book clubs/books featured in the media



## The New York Times Best Sellers

Authoritatively ranked lists of books sold in the United States, sorted by format and genre.





# AVOID PERSONAL BIAS

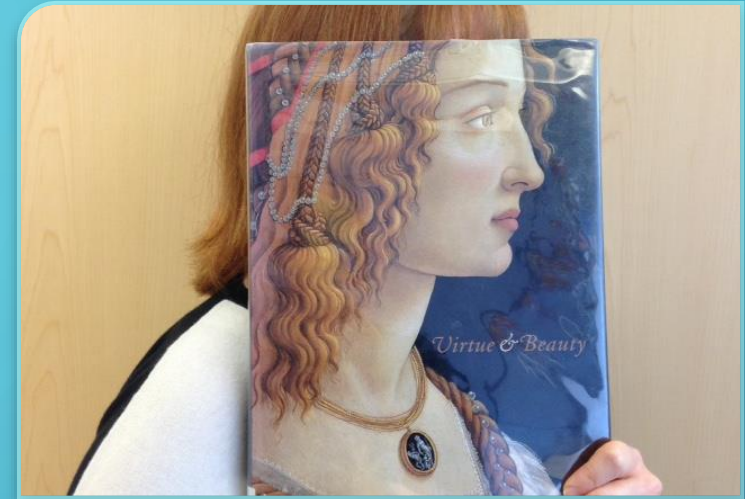


- We collect for the whole community.
- Be intentional about diversity: <https://diversebooks.org/>
- You're going to have to acquire things for your library that you don't like.
- You're going to have to acquire things that other people don't like.
- Which leads to: Request for Reconsideration form
  - Mississippi Challenged Books Index: <https://mlc.lib.ms.us/ms-libraries/mcbi/>

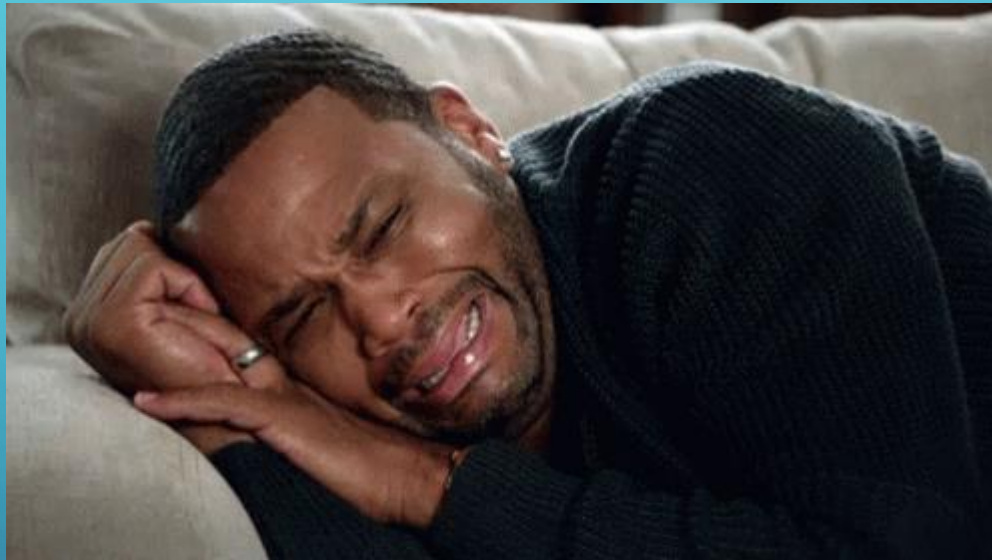


## PHASE TWO: PROCESS, CIRCULATE, MAINTAIN

- Process: Cataloging, wrapping, barcodes, shelving
- Circulate: This includes displays and promotion
  - Project idea: create a display, virtual or physical, then promote it on social media
  - Project idea: participate in “Book Face Friday”
- Maintain: Shelf read, keep books clean, make sure no icky surprises are left inside



## PHASE THREE: WEED



Saying goodbye can be hard.



## PHASE THREE: WEED

- Weeding: removing materials that are no longer relevant to the library's collection
- Why should we?
  - Increases library appeal
  - Protects readers from inaccurate information
  - Encourages browsing
  - Eliminates items no longer of interest to patrons
  - Saves space



# LIBRARY STAFF LOVE TO WEED, RIGHT?



Look at her joy!



# WHY DON'T WE WEED?



- Time consuming
- Throwing books out feels wrong
- Fear of making (or confronting!) mistakes
- Not seen as a priority
- The perception of quantity over quality
- Materials might be “worth something”
- “If we weed all the old stuff, we won’t have anything left!”

# HOWEVER...

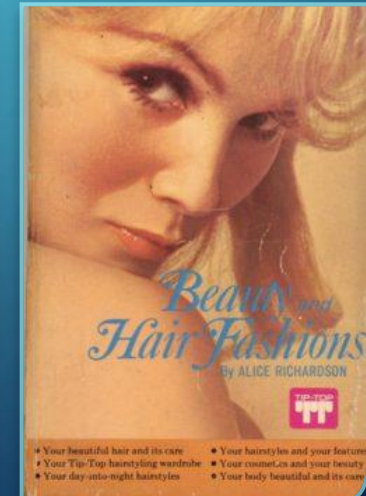
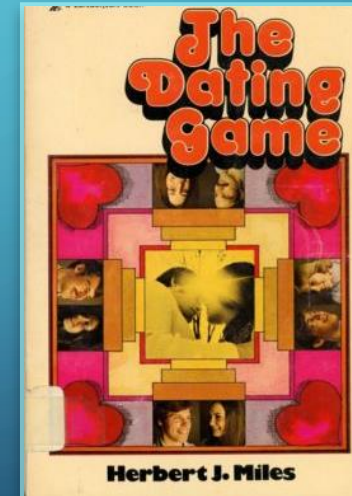
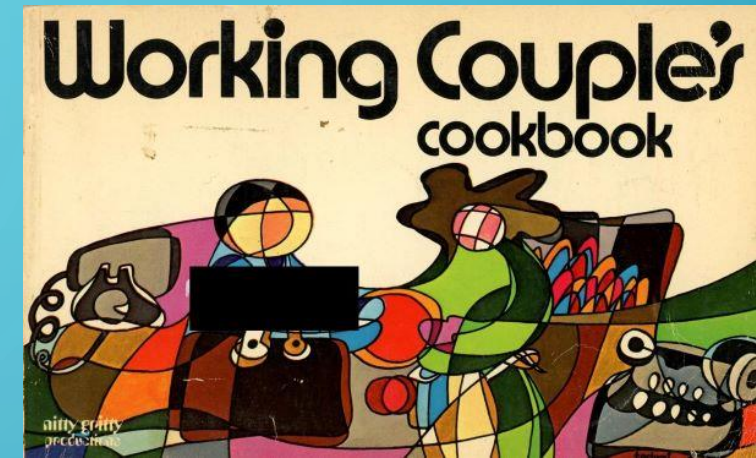


- It's part of library materials' life cycle
- It CAN be time consuming when you have to “crisis weed” (see Kermit, above)
- Interlibrary loan is available for items your library doesn't own
- The best predictor of future circulation is past circulation



# GETTING READY TO WEED

- Take it in chunks
- Run circulation reports for the area (chunk)
- Set parameters
- Peruse Awful Library Books for inspiration:  
<http://awfullibrarybooks.net/>
- Come equipped with the CREW method cheatsheet





## THE CREW METHOD

CREW = **C**ontinuous **R**eview, **E**valuation, and  
**W**eeding

CREW uses a formula to assess a collection, as  
well as criteria, MUSTIE:

**M**isleading

**U**gly

**S**uperceded by a new edition or better source

**T**rivial

**I**rrelevant to the needs/interests of the  
community

**E**lsewhere (ILL)

# THE CREW METHOD

Each Dewey call number is assigned a formula to help you assess the materials.

## **Formula:**

**a/b/c**

a = years since the copyright date

b = maximum time since last usage

c = criteria

x = indicates not applicable in any of the positions

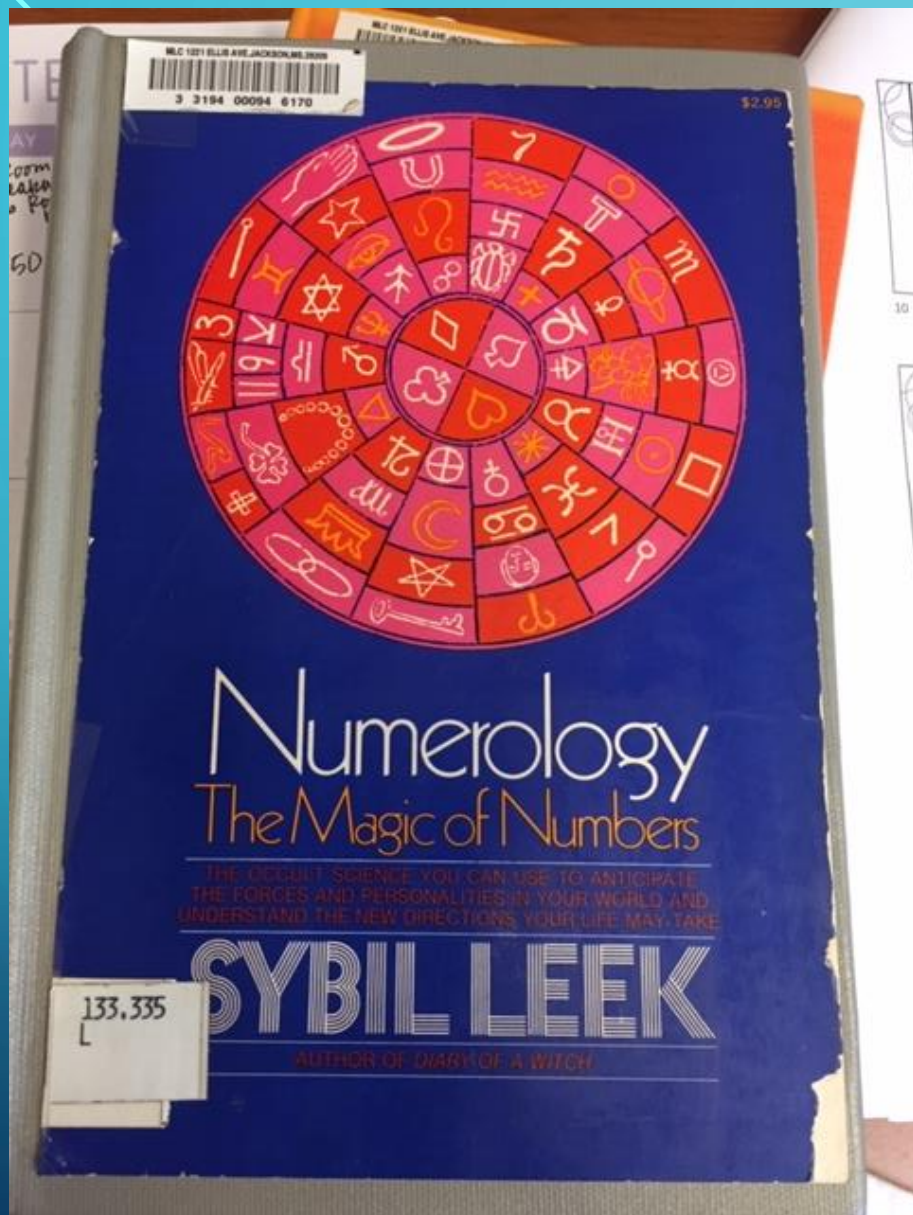
The CREW Manual is online:

<https://www.tsl.texas.gov/ld/pubs/crew/index.html>



## Overview Chart of CREW Formulas

Dewey Class	CREW Formula	Dewey Class	CREW Formula
000		610	5/3/MUSTIE
004	3/X/MUSTIE	629	X/2/MUSTIE
010	10/3/MUSTIE	630	5/3/MUSTIE
020	10/3/MUSTIE	635	10/3/MUSTIE
030	5/X/MUSTIE	636	5/2/MUSTIE
Other 000s	5/X/MUSTIE	640	5/3/MUSTIE
101	15/5/MUSTIE	649	5/3/MUSTIE
133	10/3/MUSTIE	670	10/3/MUSTIE
150	10/3/MUSTIE		
160	10/3/MUSTIE	700	
170	10/3/MUSTIE	709	X/3/MUSTIE
		720	X/3/MUSTIE
		737	5/3/MUSTIE
		740	X/3/MUSTIE
		770	5/3/MUSTIE
200	10/3/MUSTIE or 5/3/MUSTIE	791	10/2/MUSTIE
		793 - 796	10/3/MUSTIE
306	5/2/MUSTIE		
310	2/X/MUSTIE	800	X/3/MUSTIE
320	5/3/MUSTIE		
323	5/3/MUSTIE	910	3/2/MUSTIE
330	3/3/MUSTIE	Personal Travel Narratives	5/2/MUSTIE
340	5/2/MUSTIE	930 - 999	10/3/MUSTIE
350	5/3/MUSTIE	92, 920 or B	X/3/MUSTIE
360	5/3/MUSTIE		
370	10/3/MUSTIE	F (Fiction)	X/2/MUSTIE
390 - 394	10/3/MUSTIE	Graphic Novels	X/1/MUSTIE
395	5/3/MUSTIE	E (Easy Readers/ Picture Books)	X/2/MUSTIE
398	X/3/MUSTIE	JF (Juvenile Fiction)	X/2/MUSTIE
		YA Fiction (Teen Fiction)	3/2/MUSTIE
400	10/3/MUSTIE	J and YA Non-fiction	Use adult criteria (and review children's general criteria)
500	5/3/MUSTIE	Periodicals/ Newspapers	3/X/X
507	10/3/MUSTIE	Government Documents	3/2/X
510	10/3/MUSTIE	Local History	X/X/X
520	5/3/MUSTIE		
550	X/3/MUSTIE	Nonprint	WORST
560	5/2/MUSTIE	Film Formats	2/1/WORST
570	7/3/MUSTIE	Audio Formats	X/2/X
580	10/3/MUSTIE		



## Numerology: The Magic of Numbers

Call number 133.335 L

Published 1969

Checked out 8 times since 2010

Last checkout date 2015

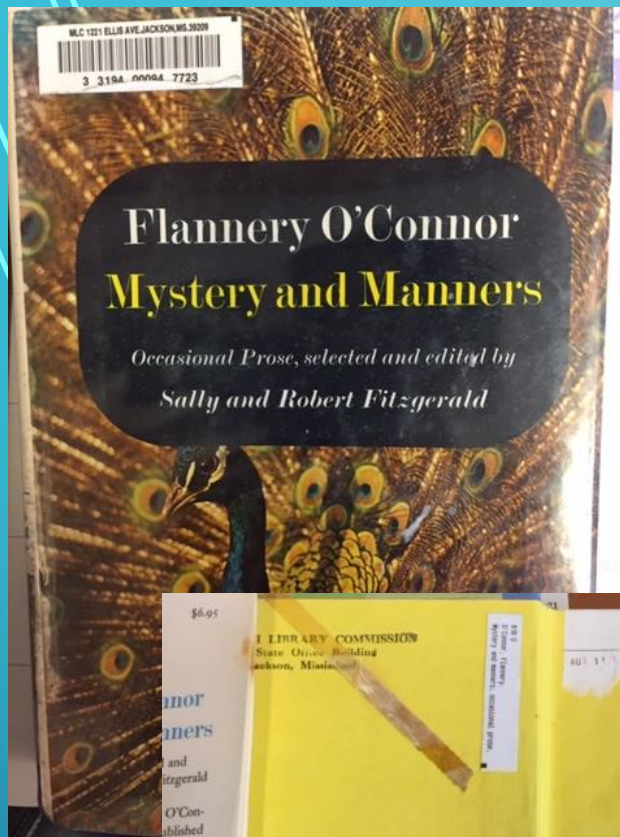
Only book on subject in collection

### 133 (Paranormal Phenomena)

10/3/MUSTIE

*Books on the paranormal generally receive high use and should be kept until worn. It will be necessary to replace lost and stolen titles regularly since this category includes the popular topics of witchcraft, fortune telling, dream interpretation, and astrology. High use and wear generally ensures that a fresh supply of books is available.*





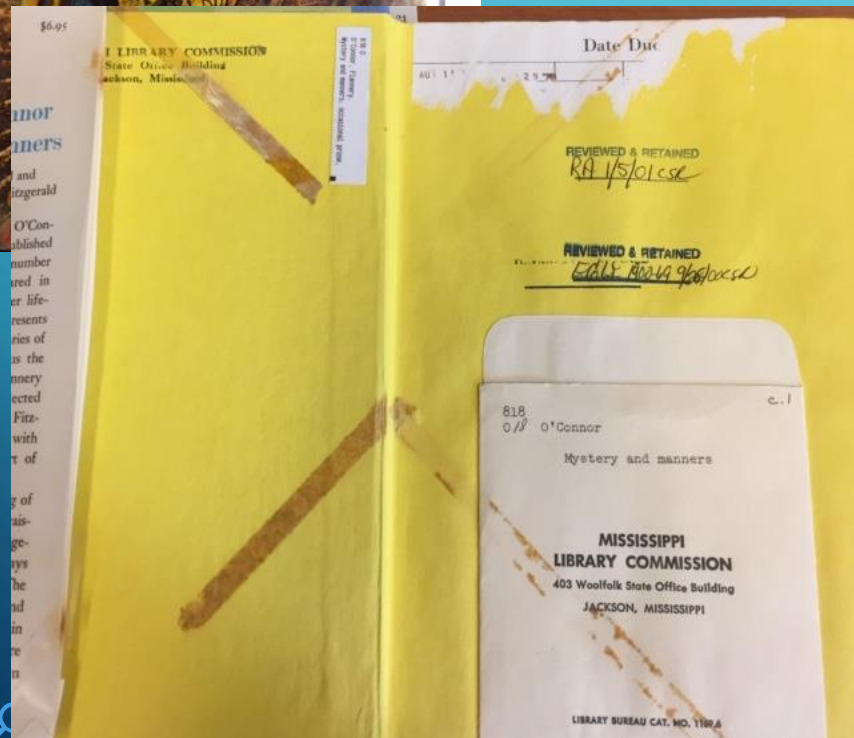
Mystery and Manners by Flannery O'Connor

Call number 818 O18

Published 1969

Checked out 5 times since 2010

Last checkout June 2020



## 800 (Literature)

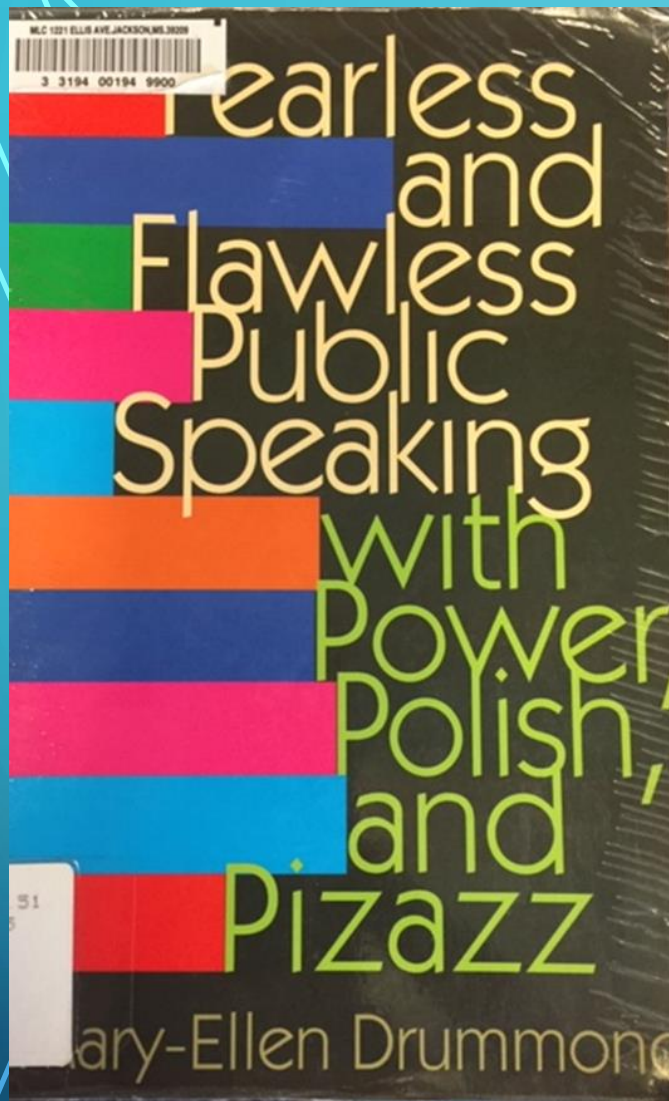
*In most public libraries, general (or popular) fiction is cataloged in a separate area and the 800s are reserved for collections of poetry and prose, literary criticism, and, frequently, works of literature by non-Western authors. See the Fiction section (below) for works of popular fiction.*

*Copyright is not relevant for literature but older editions that are MUSTIE rarely circulate.*

## X/3/MUSTIE

*Keep basic materials, especially criticism of classic writers. Discard any works of minor writers no longer read in the local schools, unless there is an established demand among the non-student population. Discard older editions of classics that have unappealing covers and yellowing pages, replacing with newer copies or paperback editions. Remember that classics that are being read won't be weeded—don't keep classics just because they are classics!*





## *Fearless and Flawless Speaking with Power, Polish, and Pizazz*

Call number 908.51 D795

Published 1993

Checked out 0 times in last 10 years

Last checkout in 2009

22 other books on “public speaking” subject

should be dressed in a similar fashion.)

- For greater authority and power, a woman should wear a jacket. Jackets are one of your best investments.
  - Buy quality fabrics. Think of quality clothing as an
- Power dress appropriately. Although John Malloy's *The Woman's Dress for Success Book* has some excellent suggestions, it is no longer recommended that women wear pinstriped suits and ties. Watch for good role models. Some excellent examples of power dressing can be seen by watching news anchors such as Connie Chung, or programs such as *L.A. Law*. These wardrobes usually consist of conservative suits and jewelry with classic silk blouses and pocket squares.



# COMMON QUESTIONS

- What if the CREW Method's recommendation doesn't make sense for my community?
  - It's a guideline—you know your community the best!
- What if there's no formula for the call number?
  - Use your judgment!
  - Your library may want to come up with its own default formula for those titles



# COMMON QUESTIONS

- What if we get rid of it and then someone wants it?
- If you're on the fence about a title's availability for interlibrary loan, check the Beehive Resource Sharing system:
  - <https://mslc.agshareit.com/home?cid=mslc&lid=mslc>
  - Choose any library to search (no need to login)
  - See the holdings of all public libraries in the state



# TIME FOR AN ACTIVITY (AND THIS AMAZING GIF)



- In your breakout rooms, examine the selections assigned to your group
- Duke it out
- Decide whether to toss, keep, or replace
- Be ready to discuss/defend your decisions

# QUESTIONS?

- Contact me!

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