# G9. COLLECTION ACQUISITION AND DEVELOPMENT WORKSHEET

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| Library / Branch: | |
| Completed by: | Date: |

## Objectives

To ensure the community has access to appropriate library materials in a variety of formats including print and electronic.

To develop selection and acquisition procedures that ensure library materials are available to the community as soon as possible.

Relevant standards: *Living Learning Libraries* 6th ed, 2015: S9 to S14, Collection standards.

## Guidelines

| **Guideline**  *These Guidelines are from* Living Learning Libraries *6th ed. 2015* | **Action indicator**  *Select from drop down list* | **Commentary**  *Add comments on the library’s performance in the context of each Guideline* |
| --- | --- | --- |
| A collection development strategy (policy) based on community needs is developed and maintained. The strategy includes:   * selection criteria and guidelines * collection specialities and purchase priorities * customer requests for purchase of materials * evaluation guidelines, especially for deselecting items * policy on donations (for example, what is acceptable/unacceptable, or whether donations must meet selection criteria)   It may include   * conformance with the provisions of copyright legislation. |  | Comments: |
| The collection development policy is reviewed every 2–4 years |  | Comments: |
| The library provides web pages with links to government, education and reputable commercial websites |  | Comments: |
| The library uses interlibrary loan to supplement, but not supplant, local collection development |  | Comments: |
| The library cooperates in collection development with other local, regional and state libraries and collecting institutions to provide a wide range of resources in a variety of formats to meet the needs of its community |  | Comments: |
| The library provides access to resources in a variety of formats to ensure equal access for persons of all ages including those with disabilities |  | Comments: |
| Access is provided to adult basic skills and English as a Second Language (ESL) materials with reading levels and formats appropriate to meet the needs of customers who are adult new readers or who have developmental disabilities or limited English speaking skills |  | Comments: |
| Suppliers are reviewed on an ongoing basis to ensure timeliness of supply and discount rates |  | Comments: |
| Discard, acquisition and depreciation rates are related to each other, in order to enhance the currency and overall appeal of the collection. Higher or lower rates of discard may be appropriate in special circumstances, such as relocation of library collections, or collection rejuvenation |  | Comments: |

## Suggested performance indicators

* Customer satisfaction with library collection
* Acquisitions rate for core library materials per capita
* Percentage of total expenditure on library materials
* Timeliness, for example, time taken from order to shelf ready and available to library customers
* Discards per annum as percentage of total stock
* Number of collection items per head of population
* Age of collection items, for example, percentage of collection purchased in last five/ten years
* Turnover (loans/items)
* Costs of library acquisitions by item type; overall costs including staffing, outsourcing etc
* Costs per loan
* Number of library loans per annum by type of item e.g. non fiction
* Percentage of library material expenditure per annum on digital material
* Percentage of library material expenditure per annum on print material

## Things to consider

Collection size is dependent on variables such as the geographic spread and size of the population served. Each library should possess sufficient stock to ensure that it can meet its normal operational requirements.

If there is a large stack collection and/or significant family history and genealogy reference collections this will reduce performance against Standards S12 to S14.

Collection age directly influences loans and stock turnover. If the age of the collection is improved (that is, a higher percentage of the collection is new), then loans and collection turnover will increase.

Access to library collections can be enhanced through local and regional co-operative measures, resource sharing between libraries, and through the national interlibrary lending scheme.

The number of duplicate titles will depend upon the type of library service and the collection development policy.

When calculating costings for libraries, factor in relevant CPI increases. This guideline is not prescriptive about methods for calculating costs. Different methods can be used, provided the method is explained.

Targeted services may involve purchase of special materials (for example large-print items, or items in languages other than English) which have significantly higher unit costs. This will have an impact on the acquisitions budget.

## **Other resources**

Library Council of NSW (2010) *A benefit cost analysis: outsourcing of Acquisitions, cataloguing and processing NSW public libraries* <http://www.sl.nsw.gov.au/services/public_libraries/reference_and_collection_management/Acquisition_outsourcing.html>

or [www.sl.nsw.gov.au/services/public\_libraries/docs/benefit\_cost\_analysis.pdf](http://www.sl.nsw.gov.au/services/public_libraries/docs/benefit_cost_analysis.pdf)

Library Council of NSW (2010) *An Evaluation tool - outsourcing of acquisitions, cataloguing and processing* available at: <http://www.sl.nsw.gov.au/services/public_libraries/docs/evaluation_tool.xls>

ALIA (2012): Information on Copyright available at <http://www.alia.org.au/information-and-resources/copyright>

NSLA: *Copyright information for clients*, March 2011: <http://www.nsla.org.au/publication/copyright-information-clients>

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