**Library Staff Basics**

**Collection Development Guided Notes**

**Use this Guide for the following lessons in the Collection Development Training Class:**

* **The Collection Development Policy**
* **Curriculum 101**
* **Using Reviews to Choose Books**
* **Budgets 101**
* **Using Vendors for Purchasing**
* **Grant Opportunities**
* **Using Reports to Support Book Purchasing**
* **Vendor Services**
* **Cataloging Library Materials**
* **Library Displays**
* **Weeding the Collection**
* **Library Book Maintenance and Supplies**
* **Inventory**

**Fill in the blanks in the text below using words from the class.**

**The Collection Development Policy**

Developing an effective library collection starts with \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ the needs of your students.

According to Jennifer LaGarde, a collection development plan should be based on what five things?

1. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
2. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
3. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
4. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
5. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Curriculum 101**

A \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ is the lessons and content taught or offered in a school. The curriculum taught is based on learning \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ for that subject or area in which students are studying.

Taking a deep dive into the \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ and assessing your collection may also give you opportunities to \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ or enhance the library collection once you know the subject matter being taught throughout the year.

These guidelines were created in 2021 with the goal of creating strong library programs that \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ digital literacy, information literacy, media literacy, and create a \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ for lifelong learning and literacy.

**Using Reviews to Choose Books**

**It is impossible to read every** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **published in a year. One way you can ensure that any materials being added to your library collection meet the** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **you have set in your collection development policy is to consult a variety of** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**, book lists, and awards before making any purchases.**

**Budgets 101**

Begin your \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ efforts with \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

List three options for library funding, other than the library budget:

1. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
2. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
3. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Using Vendors for Purchasing**

**Keep in mind that some districts may have** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **steps in place when ordering or when ordering from a new vendor. If you have to use your budget funds before a certain** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**, make sure you have your orders in ahead of time.**

**Grant Opportunities**

**Each** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **will have slightly different criteria depending on what the grant organization is looking for.** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **grant writing and the company awarding the grant are two great places to start your application process. It is also a good idea to consult with your** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **to make sure you are adhering to any district policies and procedures.**

**Using Reports to Support Book Purchasing**

**One aspect of** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **is maintaining your library collection with relevant and accurate materials.**

**Reports from your library services platform can help you \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_­­\_\_\_\_\_ for new materials and advise you on which materials to add to the collection.**

**A \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ will break your collection down into its individual parts and pieces, whether those are material types, item groups, publication dates, and/or content to give you a better understanding of how your collection stacks up to an** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**.**

**Vendor Services**

**Before committing to one or more companies, reach out to a variety and** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **the cost and what features you get for that cost.**

**Cataloging Library Materials**

**When thinking about adding materials to your collection, there are two main ways those items will be added to your catalog and into circulation:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **or** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**.**

**As a new librarian, most of what you do will be** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**. This means that you will be creating new items based on records already** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**, whether from a \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ like the INFOhio Catalog or based on a record already cataloged in your district.**

**Library Displays**

**Library Displays are a great way to make finding the right book or resource** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**.**

**Displays can** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **resources for special events or monthly celebrations. They also promote reading, direct students and staff to the right place, and revive \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ for quality materials that may have gotten forgotten over the years.**

**Weeding the Collection**

**Weeding, or removing** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**,** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**, or** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **materials is an essential part of collection management.**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ stands for Continuous Review, Evaluation, and Weeding.

List the six benefits of weeding, according to CREW:

1. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
2. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
3. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
4. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
5. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
6. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Fill in the missing information:

|  |  |
| --- | --- |
| M | Misleading |
|  | Ugly |
| S | Superseded (old) |
| T |  |
| I |  |
|  | Elsewhere Available |

**Library Book Maintenance and Supplies**

**If you work in a library, it's** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **that you will need to** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **books and other items at some point in your career.**

**To help** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **the need for repairs, consider planning a few lessons for your students on how to properly take care of the items they are checking out from the library.**

**Inventory**

An \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ of your library allows you to track the location and status of library materials, as well as identify missing or damaged items. You can use a library inventory to identify any \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ in your collection and plan for future purchases. It also gives you a clear \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ of what your collection currently looks like and serves as a way to become more familiar with the materials you have.

List three reasons why you might want to do an inventory:

1. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
2. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
3. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_