

## DRAFT COLLECTIONS

### Model for Collections

The library provides a collection of materials in a variety of formats that reflect the diversity of the population served and of American society; as many points of view are included as possible. A written collection development policy, approved by the Board, is reviewed biennially. Budget allocation for materials is determined by the collection development policy, the library's plan, current use, and the service responses the library has chosen. The collection is no fewer than 2 relevant and current items per capita, and the minimum collection size per branch library is 10,000. Collections include nonprint materials, periodicals, and formats appropriate to needs of special population groups. A core reference collection is found in every library outlet. There is a continuous weeding program, and at least a third of the collection is reviewed annually. The library expands available resources through links with other libraries and internet access. The library may participate in cooperative collection development with other institutions in and near the service area. Additions to the collection are made at a rate of at least 5% of the total collection annually, and there is regular ordering for a steady flow of new materials.

### Core Collection Standards

Could use for each item:

achieved, \_\_\_in planning, \_not achieved, as in Ga. Council standards  
yes, **no**, planned, \_not planned, **-N/A**, as in Florida standards

1. The library has a board-approved mission statement, long-range plan, preservation policy for library materials, and disaster prevention and recovery plan. The library's materials budget is allocated in accordance with the long-range plan for meeting the needs of the community.
2. The library has a board-approved, written collection management policy based on professional standards, community needs and interests, and the diversity of American society. The policy is reviewed by the board biennially and is available to the public. The policy includes a provision for public input into collection development decisions.
3. The library adopts and adheres to the principles set forth in the American Library Association's Library Bill of Rights and other ALA intellectual freedom statements and interpretations.
4. Staff responsible for collection management are professionally trained in general principles of selection and weeding as well as their specific areas of responsibility. Staff select new materials and evaluate the collection for retention or withdrawal in conformance with the collection management policy. Such library staff regularly attend continuing education workshops on collection management.
5. Staff responsible for collection management have access to a variety of selection tools.
6. The library resources are organized for easy access and retrieval by library users. Recognized professional practices, including MARC format and AACR2 cataloging rules, are used in cataloging and classifying materials.
7. The library has clearly defined procedures for acquiring and processing materials.
  - a. The library staff uses accepted professional techniques for collection management. Such techniques include quantitative measures (output measures); weeding according to a standard method such as Continuous Review, Evaluation, and Weeding (CREW); user surveys and questionnaires.
9. Nonprint collections are equal to at least 10% of book collections.

10. The library provides access to materials in a variety of formats to ensure equal access for people of all ages with disabilities. Examples include books on cassette; large print books; information in electronic formats; and closed captioned, described, or signed videos.
11. The library provides instruction to the public in the use of new information technologies.
12. The library has a system for reserving/holding items that are not currently available in the branch.
13. The library has procedures that ensure that interlibrary loan is a simple and effective way for patrons to receive materials and information not available among the library's own resources.
14. The library provides access to its holdings to facilitate resource sharing.

### Measures of Collections

1. The library spends a minimum of 12 per cent of its operating budget on materials for patrons,  
 A (20% or more)       B (16%)       C (12%)
2. The library's collection is up-to-date. Three per cent or more of the collection is added each year.  
 A (6%)       B (4.5%)       C (3%)
3. Each item in the collection is evaluated according the library's collection management policy for retention, replacement, or withdrawal at least every three years. Three per cent or more of the collection is withdrawn each year.  
 A (6%)       B (4.5%)       C (3%)
4. Turnover rate (the average annual circulation per item owned) is at least 1.0.  
 A (3.0 or more)       B (2.0-2.9)       C (1.0)
5. Circulation per capita (the annual number of items that circulate per person in the service area) is reported annually.  
 A (12.0 or more)       B (6.0-11.9)       C (up to 5.9)
6. In-Library Materials Use Per Capita, measured by the library at least every three years.  
 A (6.0 or more)       B (4.0-5.9)       C (up to 3.9)
7. Title Fill Rate (the percentage of specific titles desired by library users that are available at the time of the request), measured by the library at least every three years.  
 A (80% or more)       B (70-79.9%)       C (up to 69.9%)
8. Author & Subject Fill Rate (the percentage of time users find materials on a specific subject, or by a specific author, at the time they look for them), measured by the library at least every three years.  
 A (85% or more)       B (75-84.9%)       C (up to 74.9%)

9. Document Delivery (the amount of time users must wait for materials that are not available at the time of the request), measured by the library at least every three years.

within 7 days:

\_A (55% or more)      \_\_\_B (45-54.9%)      ○ (up to 44.9%)

within 14 days:

A (72% or more)      \_\_\_B (62-71.9%)      ○ (up to 61.9%)

within 30 days:

\_A (90% or more)      \_\_\_B (79-89.9%)      \_C (up to 78.9%)

10. The library meets or exceeds the following recommendations for the size of its materials collection.

	Yes	No	Planned	Not Planned	N/A
<b>Under 10,000 population</b>					
Basic service 4 vols. per capita	<input type="checkbox"/>	<input type="checkbox"/>			<input type="checkbox"/>
Full service 6 vols. per capita	<input type="checkbox"/>	<input type="checkbox"/>	=	=	<input type="checkbox"/>
Comprehensive service 8 vols. per capita	<input type="checkbox"/>	<input type="checkbox"/>	CL	Cl	<input type="checkbox"/>
<b>10,000-19,999 population</b>					
Basic service 4 vols. per capita	<input type="checkbox"/>	<input type="checkbox"/>	Li	<input type="checkbox"/>	<input type="checkbox"/>
Full service 6 vols. per capita	<input type="checkbox"/>	<input type="checkbox"/>	Li	<input type="checkbox"/>	<input type="checkbox"/>
Comprehensive service 8 vols. per capita	<input type="checkbox"/>	<input type="checkbox"/>	Li	<input type="checkbox"/>	<input type="checkbox"/>
<b>20,000-49,999 population</b>					
Basic service 2 vols. per capita	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Full service 4 vols. per capita	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Comprehensive service 6 vols. per capita	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>50,000-99,999 population</b>					
Basic service 2 vols. per capita	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Full service 4 vols. per capita	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Comprehensive service 6 vols. per capita	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>100,000-499,999 population</b>					
Basic service 2 vols. per capita	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Full service 3 vols. per capita	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Comprehensive service 4 vols. per capita	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>500,000 or more</b>					
Basic service 2 vols. per capita	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	5.	<input type="checkbox"/>
Full service 3 vols. per capita	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	5.	<input type="checkbox"/>
Comprehensive service 4 vols. per capita	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	D	<input type="checkbox"/>

11. The library meets or exceeds the following recommendations for the number of periodical and newspaper subscriptions per 1000 population.

	Yes	No	Planned	Not Planned	N/A
<b>Under 10,000 population</b>					
Basic service 5 subs. per 1,000 pop.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Full service 9 subs. per 1,000 pop.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Comprehensive service 14 subs. per 1,000 pop.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>10,000-19,999 population</b>					
Basic service 4 subs. per 1,000 pop.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Full service 6 subs. per 1,000 pop.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Comprehensive service 9 subs. per 1,000 pop.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

20,000-49,999 population						
Basic service	3 subs. per 1,000 pop.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Full service	4 subs. per 1,000 pop.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Comprehensive service	6 subs. per 1,000 pop.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
50,000-99,999 population						
Basic service	5 subs. per 1,000 pop.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Full service	8 subs. per 1,000 pop.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Comprehensive service	10 subs. per 1,000 pop.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
100,000-499,999 population						
Basic service	5 subs. per 1,000 pop.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Full service	8 subs. per 1,000 pop.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Comprehensive service	10 subs. per 1,000 pop.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
500,000 or more						
Basic service	5 subs. per 1,000 pop.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Full service	8 subs. per 1,000 pop.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Comprehensive service	10 subs. per 1,000 pop.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>