Buying Books:

Fundamentals Behind Collection Management

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Collection Management Policy

- Not a Materials Selection Statement
- Not a Collection Development Policy
- Articulates mission re: collection
- Defines scope of collection

Collection Management Policy

- Protection against:
  - Overt censorship
  - Social and political agendas
- Separate departments and collections
- Sample policies
  - http://mlcnet.org/wiki/index.php/Library_Policies
  - http://www.scribd.com/hhibner

Sample CMP for Audio Books

- The primary purpose for purchasing audio books is to provide public access to spoken recordings of print material.
- This will include, but not be limited to, unabridged works of fiction, non-fiction, poetry, drama, foreign language instruction, and self-improvement or instructional material.
- Criteria to be considered include:
  - physical quality of format
  - reputation of the vendor and replacement policies
  - performance quality
  - popularly accepted formats
  - cost related to estimated patron use

Collection Objectives

- What the library hopes to accomplish with each collection
- More defined criteria for selection and de-selection (weeding)

Audio Book Collection Objectives

- Select current fiction titles that are unabridged
- Select popular and current nonfiction titles that are unabridged.
- Select classic titles which continually have demand.
- Purchase in the CD and MP3 format.
- Give lower priority to series fiction to limit commitments to future purchases.
- Give lower priority to non-fiction titles that might become outdated or irrelevant quickly.

Collection Snapshots

- How the collection came to be the way it is
- Reading lists
- Best/well-known authors by subject
- “Forevers”
  - Reasons to retain
- Best vendors
- QSAC implications
  - http://www.michigan.gov/qsac

Review Sources

- LJ, SLJ, BL, PW, Kirkus, VOYA, Hornbook
- Video Librarian
- Amazon Top 100 Lists
- Newspaper bestseller lists
- GMA, Today Show, Oprah
- Publisher catalogs are not review sources.

Formats

- VHS
- DVD
- BluRay
- Books on Tape
- Books on CD
- Playaway
- Downloadable

- Phasing in and out
- Community wants/needs
- Space
- Budget
- Processing
- Vendors
- Marketing

Vendors

- Library Vendors
  - Baker & Taylor
  - BWI
  - Recorded Books
  - Etc.
- Non-Library Vendors
  - Borders
  - Barnes & Noble
  - Amazon
  - Etc.

http://acqweb.org/pubr/vendor.html

Vendor Services

- Library Vendors
  - MARC records
  - Processing
  - Free shipping
  - Monthly billing
  - Assigned reps
- Non-Library Vendors
  - Cheap
  - Good selection
  - Corporate accounts
  - Quicker billing

Patron Requests

- Buy-Direct Materials
- Self-Published Materials
- Odd/Eclectic Titles
- Hold lists: award winners vs. popular titles

Donations & Gifts

- Include in policy
- Sort quickly
- Used book sales
- Dumping vs. Recycling

- Sample criteria:
  - Nothing worn/dirty
  - No highlighting
  - No galleys/proofs
  - No incomplete sets
  - No old editions
  - Nothing outdated
  - Nothing location specific
  - Gifts: *we* decide what to buy

Materials Budget

- Break down by collection
- % of materials budget = % of circulation
- Or create a formula
  - Average price of materials
  - Average use of materials
  - Shelf space available

Sample Budget Spreadsheets

http://www.scribd.com/hhibner

Sample Budget Spreadsheet

	Budget	Goal Per Quarter	1st Quarter Actual	2nd Quarter Actual	3rd Quarter Actual	4th Quarter Actual	Spent	Balance
Total	56,000	14,000	16528	0	0	0	16528	39,472
Print								
Fiction	13,000	3250	3841				3250	9,750
Non-Fiction	13,000	3250	3652				3250	9,750
Reference	2,000	500	492				500	1,500
Serials	3,000	750	727				750	2,250
Non-Print								
Audio Book CD	6,000	1500	1503				1500	4,500
Playaway	3,000	750	685				750	2,250
DVD	6,000	1500	1456				1500	4,500
BluRay	3,000	750	748				750	2,250
Music	5,000	1250	1624				1250	3,750
Downloadable	2,000	500	1800				500	1,500
Total	**56,000**	**14,000**	**16528**				**16528**	**39,472**

Request to Reconsider

- Have a form
- Have a reason
- Don’t be defensive
- Consider YOUR community
- Censorship or Courtesy?
- Sample form

http://www.scribd.com/doc/30207386/Request-for-Reconsideration

What if I make a mistake?

- Your mistake will end up on http://www.awfullibrarybooks.info!
- You'll learn from it
- More important question:
  - How will you KNOW if you made a mistake?

Questions?

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