



Tigard Public Library

Collection Development Policy & Plans

OLA Conference
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City of Tigard

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Collection Development Policy

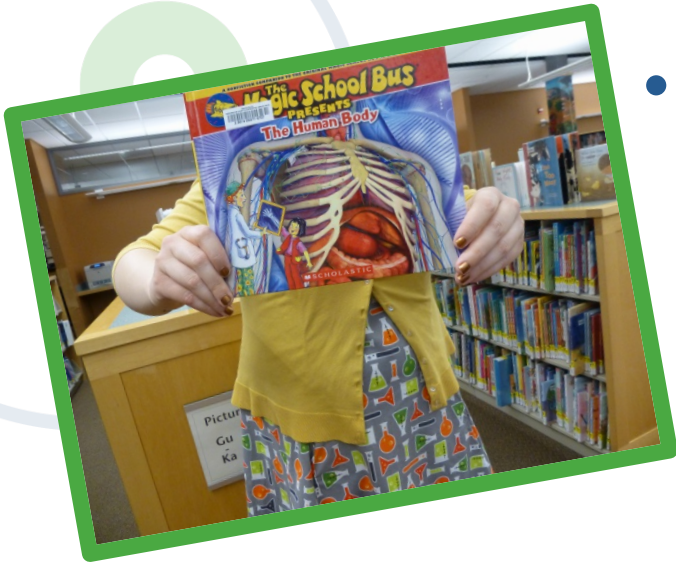
www.tigard-or.gov/Library/policies/Collection_Development.pdf

- Public, approved by Library Board, in place since 2003 with minor revisions
- Covers mission, purpose, responsibility, objectives, general criteria, collection maintenance, gift policy, reconsideration process, and limits on the collection



Collection Development Policy

www.tigard-or.gov/Library/policies/Collection_Development.pdf



- Thorough and general enough to stand the test of time, reviewed and revised as needed every 3-5 years
 - As part of Washington County Cooperative Library Services (WCCLS), doesn't include databases or e-content because they are purchased for the whole cooperative

Collection Plans

- Internal documents created and updated by selectors for each area of the collection
- Include description, influencing factors, selection plan, retention & weeding, development plan
- Reviewed and updated every 3-5 years



COLLECTION DEVELOPMENT POLICY

RULES:

- I. Mission Statement
- II. Purpose of the Collection Development Policy
- III. Responsibility for Collection Development
- IV. Objectives of Collection Development
- V. General criteria for selection
- VI. Collection Maintenance
 - VI.I Gifts
- VIII. Reconsideration of Library Materials
- IX. Limits on the Collection
- X. Policy Implementation, Evaluation and Revision

I. MISSION STATEMENT:

To provide a current, responsive collection of library materials to meet the needs and interests of the diverse and growing Tigard community.

II. PURPOSE OF THE COLLECTION DEVELOPMENT POLICY:

The purpose of this collection development policy is to establish the guidelines for the selection of materials in the Library's collection. Its intent is to develop the collection to reflect the needs and interests of a diverse community and to establish a plan for the selection of materials. Specific information regarding the library's collection and guidelines for acquisition of materials is contained in the Collection Development Procedures Manual.

III. RESPONSIBILITY FOR COLLECTION DEVELOPMENT:

The Library Board has the authority to determine the selection and acquisition policy. Final responsibility for selection of materials rests with the Library Director, who may delegate some or all of the selection to professional staff. Any staff member or citizen may submit suggestions for purchase of materials; professional staff will consider these suggestions on a regular basis according to the selection criteria.

IV. OBJECTIVES OF COLLECTION DEVELOPMENT:

The library will acquire, organize, make available and encourage the use of all media that:

Arts & Crafts

700-759

Description

The subject areas in the lower 700s contain materials on art history, landscape art, architecture, interior design, and drawing and painting. Most items in the collection are published for a general audience. Portions of this collection are also shelved in the library's oversize area because of the usually large size of some of the art titles.

Influencing Factors

Materials collected for the lower 700s is guided by the community's needs and interests, and trends in artistic expression and craft making. Other factors may include changing styles in interior design, or interest in new and innovative types of arts and crafts.

Selection Plan

Primary book review sources for selecting materials in the lower 700s are Booklist, Library Journal, and Publisher's Weekly. The publication Foreword Reviews focuses on independent and university presses. Secondary review sources include publisher's seasonal catalogs, vendor's monthly catalog (see Ingram Advance), and news sources such as the New York Times Book Review, the Oregonian, and popular media.

Generally one hardback copy of a book is purchased for the circulating collection. A paperback copy is acceptable if hardback is unavailable. For popular and high demand titles, two or more copies are acceptable to order.

Retention and Weeding

Materials in the lower 700s remain in the collection if they are in good condition and continue to circulate regularly. Deselection (weeding) of the lower 700s is performed at least twice a year. Worn copies of high use, popular materials should be replaced, if possible. Record the number of weeded items in the Overflow and Weeding log at [I:\LIB\Collection Development\FY 2017-18\FY XX Overflow & Weeding Totals](#)

[CREW: A Weeding Manual for Modern Libraries](#) suggests X/3/MUSTIE formula for most of the lower 700s. X/3/MUSTIE means consider a book for discard when its last circulation use was more than three (3) years ago; and/or, when it possesses one or more of the MUSTIE factors.

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

709 (Art History)

X/3/MUSTIE

Art histories often cover major periods and schools or specific regions of the world. While information may not become dated, watch for cultural, racial, and gender biases. Discard scholarly works that are not useful to your community in favor of materials for students and general readers. Discard books that don't include good reproductions of major works of art.



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