Collection Management Policies

- Management = control and attention
- Development = growth
Collection Management Policy

- Include:
  - General selection criteria
  - Genres, formats, and collections
  - Cooperatives or resource sharing
  - Preservation, conservation, maintenance
  - Weeding efforts
  - Holds to copies ratio
Collection Objectives

• Collection policy states how the collection will fulfill the mission

• Collection objectives detail the purpose of each collection and criteria for selection.
Collection Benchmarks

How is the collection performing?
Keep or Weed?

The How and Why Wonder Book of Beginning Science
Notkin
1960
Sorting
The Circulation Metric

Define circulation

• Check-out, renewal, and check-in?
• Is that three metrics or one?
Circulations Over Time
Decorating to Please Him
Barbara Taylor Bradford
1970
Group metrics describe the activity of a whole collection.

- How does one collection perform compared to another?
- How old is the collection?
- How do e-books compare to print?
- What items are likely to be damaged?
Average Age vs. Median Age
Early Detection:
Breast Cancer is Curable
Strax
1974
How To Sell Your Car for More Than It’s Worth

By Gregory C. Hill — Author of "Over the Curb" — The Best-Selling Sales Training Book for Automobile Salesmen
Relative Use

Collection Size

Total Circulation
Item Metrics

Item metrics describe the activity of a single item in the collection.

- How does its use compare to other titles?
- How old is it?
- What is its physical condition?
- Is there an updated edition available?
- Is there a better title?
The New Hotdog Cookbook
Roate
1968
The Second Ford Treasury of Favorite Recipes From Famous Eating Places
Kennedy
1954
Applehead Dolls for Pleasure and Profit
Dotson
1962
Hand and Rod Puppets: A Handbook of Technique
Fettig
translated by Susanne Forster
1973
Physical Inventory

Compare what you actually have to what the computer says you should have.
What You’ll Discover

- Inaccurate call numbers
- Mislabeled items
- Items marked missing
- Items that are weird!
Keep or Weed?

Be Bold with Bananas
Banana Control Board
1970
Diet, Crime, and Delinquency
Schauss
1981
Weeding

- Weeding criteria
- Who’s job is it?
A good library is like a good haircut. It’s not what you cut – it’s what you leave.
...But the public doesn’t “get” it
...But it’s historical
...But someone might need it
...But I don’t have time
...But it was an **award winner**!
...But it was a gift!
Weeding Personalities

- The Hoarder
- The Randomizer
- The Professor
- The Snob
Weeding Made Easy

Step 1: Duplicates
Weeding Made Easy
Step 2: *Condition*
Weeding Made Easy

Step 3: Stupid
Avoid the Weeding *Frenzy*
What are people **supposed** to think?
Case #1: San Francisco 1996

- Neglected to get staff on board
- Inadequate planning of disposal
- Careless weeding?

Case #2: Fairfax County 2013

- Improper disposal of items
- Poor planning and execution
- Lack of input on new plan by staff and patrons
Case #3: Urbana Free Library 2013

- Mismanagement, policy not followed
  - Too much too fast
  - Inadequate preparation
  - No public explanation

Case #4: Berkeley Public Library 2015

- Too much too fast
- Inadequate staff preparation and participation
- Lack of documentation

Everything is Connected
The Computer from A to Z
Kalman
1999
Hand Feeding Baby Birds
Cooper
1979
Bruce Jenner’s Guide to the Olympics
Jenner and Abraham
1979
Keep or Weed?

Fashion Cats
Iwasa
2011
Thank you!

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