



School Library System

Cooperative Collection Development Plan 2016

Approved by the Cooperative Collection Development Committee on 2-22-16

Approved by the School Library System Council on 2-24-16

Introduction

Each library exists to serve the needs of its own community of users. However, we acknowledge that the local collections cannot satisfy all the needs of every patron. While each library is responsible for developing a basic core collection, more and more are relying on cooperative activities to meet research demands.

This plan mutually benefits all member districts by creating special collections in participating libraries that others in the system can draw upon through the established interlibrary loan network. The focus of Cooperative Collection Development is to develop and manage collections in a cost-effective and user-beneficial way. It is not meant to reduce costs but to improve services and maintain needed access to current resources in all formats to meet the rapidly changing needs of library patrons.

Definition

The American Library Association defines Cooperative or Coordinated Collection Development as "cooperation, coordination or sharing in the development and management of collections by two or more libraries making an agreement for this purpose". Generally, this cooperation is enhanced by agreements between libraries to acquire and maintain specific materials which are not readily available within each of the individual cooperating libraries. It enhances the availability of in-depth collections that are already or may in the future be collected by individual libraries.

Goal

To support the collections of our member school libraries by encouraging the acquiring of specialized books and materials that can be shared throughout the Western Suffolk BOCES School Library System.

Objectives

1. To strengthen the accessibility to special collections of library materials for member schools of the School Library System.
2. To increase the number and variety of library materials available to library users in identified special subject areas.
3. To improve user access to the broadest possible range of library materials.
4. To improve efficiency and cost-effectiveness of collection development decisions in individual participating libraries due to knowledge of existing special collections in the School Library System.
5. To compile a composite listing of special collection topics and locations. This list will be posted on the School Library System Web site and included in the Union catalog.

School Library System Responsibilities

1. To establish a CCD Plan Committee from council members, communication coordinators and/or general School Library System membership.
2. To survey member libraries to determine special collection holdings that exist, and to identify collection strengths and weaknesses of member libraries.
3. To coordinate planning and development of new specialized collections of library resources.
4. To promote, coordinate, and facilitate knowledge of and access to specialized collections of library resources via the SLS website, the Union Catalog and interlibrary loans.
5. To provide assistance through staff development in weeding and analyzing collections to member libraries to encourage the assessing of potential Cooperative Collection Development projects.
6. To provide staff development for collection development, assessment and use of specialized collections of library resources.

7. To maintain a categorical list of the CCD collections by building and include the list on the SLS website and in the Union Catalog.

CCD Committee Responsibilities

1. Establish procedures for CCD process.
2. Suggest topics for special collections that would address weaknesses noted in the member library collections, or areas of interest for further development.
3. Work in cooperation with the Council, Communication Coordinators and SLS to establish guidelines for the lending of resources among member libraries.
4. Work in cooperation with the Council, Communication Coordinators and SLS to develop a convenient and appropriate delivery method for interlibrary loans to promote resource sharing.
5. Annually review the progress of the CCD program and report to the Council.
6. Annually evaluate the impact of the CCD project on the member schools and report to the Council.
7. Communicate any changes in defined goals or priorities to member libraries.
8. Actively promote and encourage the creation of specialized collections, and the sharing of these resources among the member libraries.

Participating Member Libraries' Responsibilities

1. To assume professional responsibility for participating in the Cooperative Collection Development program.
2. To select special collection materials based upon the professional judgment of the librarian, accepted current professional literature, faculty recommendations, subject area journals, and current curriculum/standards.
3. To acquire materials and to continue the development of the special collection on the appropriate level in the suggested CCD subject areas.
4. To designate all special collection materials as being part of the CCD special collection in the MARC record (Field 690, Subfield a, Data "CCD - *topic or subject*) and with an appropriate spine label.

5. To make the collection available to other member libraries through interlibrary loan via the Union Catalog.
6. To notify the School Library System of any changes within the district affecting the special collection.
7. To keep records of interlibrary loan statistics of CCD materials.
8. To complete surveys upon request.
9. To abide by lending guidelines while participating in interlibrary loans.

Evaluative Procedures

1. The School Library System's annual evaluation survey will include questions to provide feedback about the status of the CCD plan including the existence, topics and location of special collections; the increase or decrease of resources available in the special collections; and interlibrary loan activity related to special collection resources.
2. The results of the annual survey related to the CCD plan will be reviewed and evaluated by the Cooperative Collection Development Committee and the SLS Coordinator. A report will be made to the Council and the Communication Coordinators.

Special thanks to the Oswego County BOCES School Library System for sharing their Revised 2007 Coordinated Collection Development Plan. Large portions were used in creating this plan.