



School Library System

Cooperative Collection Development Plan

Approved by the Cooperative Collection Development Committee on 5-22-2019

Approved by the School Library System Council on 9-25-2019

- The School Library System (SLS) Cooperative Collection Development Plan is developed as part of the resource sharing component of the plan of service.
- The plan is an integral approach to maximizing resources for all participating libraries.
- A CCD Plan allows for leveraging funding, staffing and space in order to expand accessibility to specialized resources for all participating school libraries.
- The CCD Plan is developed for materials that fall outside of the core curriculum collection maintained by each school library.
- School Districts and non-public schools may opt to participate in the plan.
 - *From State CCD Scope*

Statement of Purpose

This plan mutually benefits all member districts by creating a special collection of free online resources and lesson ideas that participating libraries can draw upon through a locally maintained online portal. The focus of Cooperative Collection Development is to develop and manage special collections of free online resources in a cost-effective and user-beneficial way. Librarians often spend a significant amount of time searching online for appropriate educational resources to support particular specialized units, lessons or themes. This online portal of free digital resources and lesson ideas submitted by members will save time and improve the content of resources available to support student learning and achievement.

Goal

To support the educational resources of our member school libraries by encouraging the sharing of specialized free digital materials that can be shared throughout the Western Suffolk BOCES School Library System through a SLS web portal.

Objectives

1. To strengthen the accessibility to special collections of online educational resources for member schools of the School Library System.
2. To increase the number and variety of online educational resources available to librarians in identified special subject areas.
3. To improve member access to the broadest possible range of free appropriate virtual resources and lesson ideas.
4. To improve searching efficiency and content relevancy of free digital resources available for individual participating libraries due to knowledge of existing special collections of resources at the School Library System online portal.
5. To compile a composite listing of special collection topics available at the SLS online portal. This list will be posted on the School Library System portal and shared with the member libraries via email.

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 free digital resources that have been used successfully, and to identify areas of need of member libraries.
3. To coordinate planning, development, and evaluation of specialized digital resources and lesson ideas.
4. To promote, coordinate, and facilitate knowledge of and access to a specialized digital collection of free educational resources via the SLS portal.
5. To provide assistance through staff development in evaluating possible additions to the specialized collections for member libraries.

6. To provide staff development for collection development, assessment and use of specialized collections of free online library resources.
7. To maintain a categorical list of the CCD collections available and include the list on the SLS portal.

CCD Committee Responsibilities

1. Establish procedures for CCD Plan implementation.
2. Suggest topics for special collections that would address needs noted by the member libraries, or areas of interest for further development.
3. Work in cooperation with the Council, Communication Coordinators and SLS to establish guidelines for the evaluation and selection of digital resources to be added to the SLS portal.
4. Work in cooperation with the Council, Communication Coordinators and SLS to develop a convenient and appropriate procedure for encouraging member libraries to share free online resources that they have found and used.
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 digital collections, and the sharing of these online resources among the member libraries.

Participating Member Libraries' Responsibilities

1. To assume professional responsibility for participating in the Cooperative Collection Development program.
2. To submit specialized digital resources to be shared based upon the professional judgment of the librarian, accepted current professional literature, faculty recommendations, subject area journals, and current curriculum/standards.
3. To discover specialized educational resources online, and to continue to assist with the development of the special collections on the

SLS portal in the suggested CCD subject areas.

4. To notify the School Library System of any changes discovered on the portal affecting the special collection, such as broken links or questions about a resource found there.
5. To complete surveys upon request.

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 topics of special collections; the increase or decrease of resources available in the special collections; and the use of resources found at the SLS portal.
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 Program Administrator. A report will be made to the Council and the Communication Coordinators.