

The Collection Program...

Consists of processes and activities carried out by the media specialist.

The processes are:

- Planning collection development
- Selection
- Acquisition
- Maintenance

The activities needed to carry out these processes require that the media specialist:

- become knowledgeable about an existing collection or create one
- become familiar with the community (external environment)
- assess the needs of the school's curriculum and other programs as well as the needs of the users
- establish collection development policies and procedures (the overall plan)
- identify criteria for evaluating materials
- plan for and implement the selection process: identify and obtain tools,

Arrange for personal examination of materials, and involve others in the decision making

- participate in resource sharing through networking and coordinated collection development
- establish acquisition policies and procedures (guides to obtaining materials)
- set up the maintenance program
- evaluate the collection
- create the basis for selection (including policies and procedures to guide selection decisions)

The activities are not isolated but lead to and influence the others.

The library media specialist must also keep in mind other factors that influence collection activities. These factors include policies adopted by the board of education, goals of the district and school, changing attendance zones that may affect the composition of the school population, legislation at state or federal levels that may affect student population, curriculum, and other school programs, budget constraints, and limitation of the physical facilities.

[from Van Orden, Phyllis. The Collection Program in Schools: Concepts, Practices, and Information Sources. Englewood, CO: Libraries Unlimited, 1995.]

AASL Resource Guides for Collection Development