**AM 310 Collection Development and Management Policy Review**

**February 2017**

**Committee:**

Janet Brooks (lead)

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Sarah Peterson

Julie Ballou

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**Access Subcommittee:**

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**Statement of Purpose Subcommittee:**

Julie Ballou

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**Research**

**Staff Concerns**

One of the first tasks for the committee was to review the staff comments posted on the Intranet last year to identify major areas of concern. One major issue discussed on the Intranet related to the administrative guidelines for video purchases and the guidelines for music CDs. Another major issue discussed related to the Family Talk collections. The committee kept all of the issues in mind as they researched other libraries and throughout the discussions and the development of the draft policy.

**Policy Reviews**

The committee reviewed collection policies from different libraries across the country, including libraries that are considered our peer libraries and several larger systems around the country and region. The policies from the following libraries were reviewed: Cincinnati; Midcontinent; Columbus, OH; Pioneer; TCCL; Charlotte/Mecklenburg; Sno-Isle; St. Louis; Multnomah; Salt Lake City; Anythink; Howard County; Austin; Ft. Worth; Hennepin County; King County; Harris County, TX; and Philadelphia Free Library.

The committee wanted to identify ways different libraries presented the collection policies, including wording and concepts represented in the policies. The amount of detail in the policies ranged from a one-page document to extremely detailed collection development plans that were 60 pages.

**Priorities for the Review**

***Ensure the policy reflected the new strategic goals.***

* During all discussions in the committee, we kept in mind our library mission, vision and goal. We wanted a policy that would be as relevant in 20 years as it is today.
* For example, statements regarding formats, which easily change with new technology, are general enough to remain valid with any future product or service we’d want to add to our collection.

***Simplify language to make it easier to understand and implement.***

* Changes to the selection criteria reflect how we tried to simplify language in the policy. The subcommittee discussed wording and meaning at great lengths.

***Remove procedures from existing policy.***

* Procedural language was removed from the policy and will be incorporated into procedural documents. This will give us the ability to update procedures as needs change.
* Since the video guidelines are primarily procedural, the section was removed. We will be able to update the guidelines to offer a wider selection of titles for our members.

***Combine all policies related to collections into one policy.***

* Currently there are 7 collection related policies. Many of the policies were mostly procedural. The intent of each of these individual policies has been combined in the Collection Development and Management Policy. This will save staff and our members time to try to find where a particular policy is and allows us to update the procedures as needed.

**Schedule for staff review**

* **January 10, 2017** - Janet and Sarah presented initial draft to **Region Directors**.
* **January 12, 2017** - Janet and Sarah presented draft to **Library Management Team**. Library managers provided feedback to Janet by Jan. 25th.
* **February 3, 2017** – Present draft to the **Leadership Team** and **X-Change** group. Feedback to Janet by Feb. 6.
* **February 6 to 13, 2017** - Draft posted on the **Intranet** for all staff review.
* **February 16, 2017** - Policy Review Committee review staff comments and address any issues.
* **End of March 2017** – Draft policy to **Public Services Committee**
* **April 20, 2017** – Policy to full **Commission**