



COLLECTIONS MANAGEMENT

PROFESSIONAL DEVELOPMENT SERIES: LIBRARIANSHIP

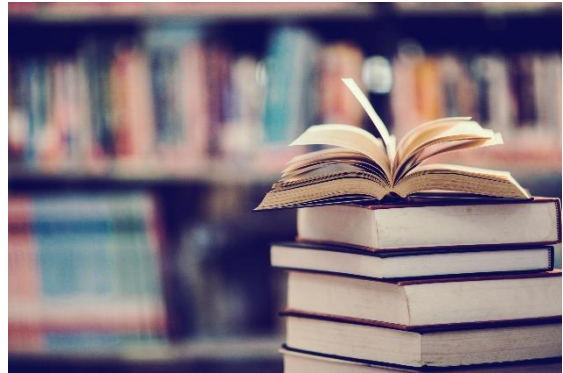
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Professional Development: Collections Management

What is a Collection?

Part 1 of 2 for *Collections Management*
Intended Participants: Library Associates
Time Commitment: 5 hours



Goal: *Librarians recognize that a public library's collection is meant to be a living thing.*

- **Abstract:** A collection is a living thing. It is not static and can be amended and changed over time. This flexibility allows for changes in our communities needs and interests. In order to have a living collection, we must be vigilant in its care and be mindful of our community.
- **Driving questions**
 - Why are the resources in our collection in our collection?
 - How do we care for our collection?

Articles, webinars, documents (as many as needed based on goal and time frame)

- [Grand County Library District Collections Policy](#) (web document)
Abstract: Section 5 lays out the basis for GCLD's collections
What to get out of it: Familiarity with the focus of our collection
Impact on practice: Ability to communicate to the community why items are in our collection.
- [Public Library Standards: Collections](#) (web document and video)
Abstract: The Colorado State Library, a department of the Colorado Department of Education, has identified standards for public libraries. This is specific to Collections.
What to get out of it: Recognition of best practices for collections management
Impact on practice: Awareness
- [ABLE 1: Collection Development Basics](#) (web course, 40 minutes)
Abstract: Collection Development is a continual cycle that
What to get out of it:
 - Definition of collection development
 - Concepts of Intellectual Freedom that inform collection development
 - Outline of the collection development cycle
 - Basic community needs assessment toolsImpact on practice: An understanding of why and how a collection is maintained.
- [ABLE 7: Introduction to Dewey Classification](#) (web course, 40 minutes)

Abstract: Grand County Library District currently uses Dewey as the basis for our collections management system. This is one of [many different systems](#) used in different types of libraries.

What to get out of it:

- The purpose of classification
- The organization of the Dewey Classification System
- The basic steps for classification of an item
- How to use the Dewey Classification System
- How to complete a call number

Impact on practice: Consider is Dewey the best way to serve the patrons in our community and guests

- [Weeding Isn't Sexy, But It Should Be](#) (CSL in Session webinar, 51 minutes))

Abstract: Understand the basics of weeding and why it is necessary as well as strategies to use

What to get out of it: An understanding of why weeding must occur in a collection and is as a necessary practice of maintaining a “living” collection.

Impact on practice: Be able to identify items in collection that must be weeded.

Suggested Conferences or Memberships

- Marmot User Group (MUG)
Abstract: Held annual, MUG provides training and information for all systems supported by Marmot
What to get out of it: Expertise in our Interlibrary Loan System (ILS) that we use to manage our collection as well as other Marmot systems.

Now what? (Reflection Piece: Item or project that will demonstrate a change in practice or an intentional no change in practice)

Additional Resource(s):

- [Book Repair Manual](#)
Abstract: “A Simple Book Repair Manual” that provides guidance on repairing torn pages, tip in a page, hinge repair, corner repair, spine repair, air drying, and more.
What to get out of it: A reference guide if book repair is required.
Impact on practice: Tool in the toolbox

Professional Development: Collections Management

Publishing, Licensing, and Accessing Library Materials in all Formats

Part 2 of 2 for *Collections Management*
Intended Participants: Library Associates
Time Commitment: hours

In Development

