COLLECTIONS MANAGEMENT

PROFESSIONAL DEVELOPMENT SERIES: LIBRARIANSHIP

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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 tools
  Impact 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**
  
  
  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