

## COOPERATIVE COLLECTION DEVELOPMENT PLAN

### I. PURPOSE

#### A. Objective

Participating libraries will be able to acquire and maintain, cooperatively, materials ordinarily not available at the individual local level.

#### B. Access

Cooperative collection development will increase access to specialized and up-to-date resources through the established interlibrary loan network.

#### C. Participation

Participation will be extended to all School Library System member libraries on a voluntary basis.

#### D. Review/Revision of Plan

The Cooperative Collection Development Committee will review the policy on a regular basis. Revisions deemed necessary will be presented to the School Library System Council for approval.

### II. COLLECTION GUIDELINES

#### A. Collection Level/Scope

##### 1. Audience

Cooperative collection development will be concentrated in one curriculum area in each school grouping (elementary, middle school and high school) each year.

##### 2. Collection Analysis

Periodically a collection analysis survey will be sent to all participating libraries to determine areas of collection strengths. The Cooperative Collection Development Committee will compile findings and will publicize the results to all participating libraries. The findings will be used by the Committee to prioritize and recommend areas to be targeted for specialized library collections.

##### 3. Subject Selection

Based upon areas defined in the analysis survey, the Cooperative Collection Development Committee will: 1) prioritize subject areas to be targeted; 2) recommend schools to serve as holding libraries for specialized areas. The School Library System Director will contact recommended schools for their acceptance/approval as holding libraries.

##### 4. Collecting Levels

Collections should adequately support instruction and broaden knowledge of various aspects of the subject. Important reference works and journals may be included. Acquisition commitment will correlate with the level of funding available.

## B. Material Selection

1. Criteria  
Selection will be based upon the current demands of the curriculum, such as those needs generated by the New York State Standards. Choosing works by authors of established authority in the respective fields is imperative. Choice of format will be at the discretion of the holding library.
2. Selection Aids  
Standard selection aids appropriate for print and non-print items should be consulted.
3. Evaluation/Review  
Standard professional library selection and evaluation policies will be followed.
4. Maintenance  
Consideration will be given to the maintenance of materials held. This includes repair, rebinding and replacement.
5. Weeding/Inventory  
Weeding and inventory procedures will follow the practices of the holding library. Every effort will be made by all member libraries to notify holding libraries of materials to be withdrawn. The holding library will have “last copy retention” rights if the publication is the last available copy in the district and it still has merit as reference material.
6. Replacement  
Replacement of resources lost or damaged through interlibrary loan will follow established School Library System Interlibrary Loan Policy.

## III. RESPONSIBILITIES

### A. Holding Library

1. Each holding library will be required to maintain an in-depth collection for a targeted Dewey area. This will consist of resources considered as core or basic to the collection and specialized resources.
2. The holding library will agree to circulate materials under the School Library System’s Interlibrary Loan Policy and Procedures.
3. Funding will be from the regular operating budget of the holding library. The individual school may designate additional funds for this purpose.
4. If necessary to discontinue participation, the holding library must notify the School Library System so that another holding library may be found.
5. If a holding library discontinues participation, materials purchased with School Library System funds will be returned to the School Library System.

B. School Library System

1. The School Library System shall provide resources and information for purchase of materials and will assist in selection.
2. The School Library System may purchase materials for Cooperative Collection Development.
3. The School Library System will designate, upon recommendation of the Cooperative Collection Development Committee, new holding libraries as needed.
4. The Cooperative Collection Development Committee will evaluate the program periodically.

Reviewed and Approved by SLS Council  
February 9, 2006