Collection Development and Management -- in Practical Terms

- **Read reviews** from a variety of sources
  - Library publications such as *Library Journal*, *Booklist*, *Choice*, *Publishers Weekly*, etc.
  - Book review sections in various magazines, journals, and newspapers
  - Share reviews with faculty/staff/library staff and ask their opinions about whether or not we need particular materials here

- **Suggestions/recommendations** from faculty, staff, and students
  - I take suggestions/recommendations from users seriously. I seldom say no to a faculty recommendation as long as it fits with our overall collection development policies/guidelines

- **North Dakota-related materials** - Purchasing North Dakota-related publications (about North Dakota or by North Dakotans), particularly non-fiction, is important. If North Dakota libraries don't collect it, who will?

- **Children's Collection** – We focus on collecting award winners & honor books as well as specific requests. We don't aim to have a comprehensive children's collection. Our goal is to support the children's lit classes we have on campus

- **Reference** – We generally prefer electronic formats over print reference materials (e.g., encyclopedias, indexes, etc.). Electronic formats are more useful to users.

- **Statistics** – We keep monthly usage statistics for all of our databases and use those stats to help make decisions about renewals, additions of database products, etc. Our ALEPH LMS (Library Management System) also allows us to run a variety of reports that provide information about the nature and use of our collections. That information helps us decide where we need to add materials, update materials, etc.

- **Shelf Reading** – As we do our work to keep printed/media materials in order on the shelves, we also pay attention to what is on the shelves. Looking at things in this way allows us to get a sense of the collection at a glance, and we pull materials that are in poor condition, that may be out of date, or otherwise lead us to further investigate.

- **Front Desk Presence** – I work at the front desk doing reference and circulation work at least 3 hours/day. Working with library users gives me a good idea of the kinds of assignments they have, what they ask for, and the kinds of information resources that they need.

- **READ/VIEW/TALK** – I am an avid reader and film goer. I keep up with popular culture and current news. I talk to others about what they're reading/viewing and what I'm reading/viewing. I use that information daily in my work.