THE COLLECTION PROGRAM…

Consists of processes and activities carried out by the media specialist.

THE PROCESSES ARE:

- Planning collection development
- Selection
- Acquisition
- Maintenance

THE ACTIVITIES NEEDED TO CARRY OUT THESE PROCESSES REQUIRE THAT THE MEDIA SPECIALIST:

- Become knowledgeable about an existing collection or create one
- Become familiar with the community (external environment)
- Assess the needs of the school's curriculum and other programs as well as the needs of the users
- Establish collection development policies and procedures (the overall plan)
- Identify criteria for evaluating materials
- Plan for and implement the selection process: identify and obtain tools to find materials, arrange for personal examination of materials, and involve others in the decision making

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- Participate in resource sharing through networking and coordinated collection development
- Establish acquisition policies and procedures (guides to obtaining materials)
- Set up the maintenance program
- Evaluate the collection
- Create a basis for selection
    - including policies and procedures to guide selection decisions

These activities are not isolated but are interdependent.

ADDITIONAL FACTORS THAT INFLUENCE COLLECTION ACTIVITIES:

- Policies adopted by the board of education
- Goals of the district and school
- Legislation at state and federal levels that may affect student population, curriculum and other school programs
- Budget restraints
- Limitation of the physical facilities

[from Van Orden, Phyllis. The Collection Program in Schools: Concepts, Practices, and Information Sources. Englewood, CO: Libraries Unlimited, 1995.]

AASL Resource Guide for Collection Development

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