

## **LA 101 Collection Maintenance Procedures**

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From the County of Prince Edward Public Library Collection Development Policy

### Collection Maintenance:

*The Collection Supervisor will create an annual plan for deselection using available circulation data. Materials that are out of date, damaged or read out will be removed from the collection. Shelves will, as much as possible, be 2/3 full. Circulation staff will report any material that is damaged beyond repair or otherwise unusable for removal from the database and possible replacement. The Collection Supervisor will create regular reports of missing items to be removed from the database and replacements ordered where required.*

### **Responsibility of circulation supervisor**

- compile circulation statistics monthly and annually, including by item type, format and branch
- with CEO, develop annual and long term collection goals based on these statistics in combination with any recent patron feedback acquired by survey, focus group, or other avenues
- Produce reports of specific items (for example: items not circulated in a set period of time)
- Monitor items with 5 or more holds (report generated by ILS) and purchase additional copies where needed
- Respond to feedback from patrons or staff regarding gaps in the collection by purchasing appropriate titles per collection development policy

With collection goals in mind, deselection will occur on an ongoing basis, conducted by the collection supervisor based on circulation numbers, number of copies of that title in the County of Prince Edward Public Library collection, physical condition, and the availability of other material on the same or similar subjects. These decisions will be made with the CREW guidelines

<https://www.tsl.texas.gov/ld/pubs/crew/index.htm>

### **Responsibility of circulation staff**

- forward any items which are damaged or worn out to the circulation supervisor for evaluation
- record and pass on any feedback or patron comments related to the collection
- alert collection supervisor about areas of overcrowding or needing immediate attention

### **Responsibility of Interlibrary Loan Staff**

- Forward unavailable Interlibrary Loan requests to Collection Supervisor for consideration to purchase
- Forward repeated requests (title or subject) to Collection Supervisor as a potential gap in the collection

### **Removal of items**

The collection supervisor will remove any deselected items from the database.

Damaged items will be recycled. Other items will be added to the bookstore in the Picton branch or forwarded to Better World Books