

# **LA 107 Collection Management & Buying Plan**

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## **COLLECTION SIZE:**

The County of Prince Edward Public Library serves a population of 25, 258. This is a slight decrease from the 2006 census figure of 25,496 – however, tourist and seasonal residents are using the library in increasing numbers for their pleasure reading while on vacation as well as connecting to WIFI and using our services.

The library consists of 6 branches and employs a “Floating Collection” policy.

This means that all circulating items move through the library branches and no one branch owns any item. An item is retained by the branch it is returned to until it is called to another location.

All new acquisitions are processed in the Wellington Branch and distributed as follows:

1. Holds completed
2. Picton and Wellington 80%
3. Four small branches 20%

The population is primarily English speaking (23,225) with 340 French only residents of the County. French language lessons for adults are popular programs with many attending in 2014. The local school board has announced plans to commence French Immersion in the 2015-16 school year.

The CEO is responsible for all of the ordering for the library, with assistance from the Collection Supervisor. The Child & Youth Services Co-ordinator purchases items for that area of the collection.

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 Materials that are out of date, damaged or read out will be removed from the collection.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.

## **SELECTION TOOLS:**

Demographics and circulation will help inform purchasing practices. The CEO will use the selection lists provided through Library Services Centre, requests submitted by patrons, books requested through Interlibrary Loan repeatedly, award winning titles (Giller, Governor General's, CBC Literary Awards) and book reviews from the Globe and Mail and other popular sources.

Circulation by item type (January to Nov 1, 2014)

Audiobooks	2.2%
Large Print	12.77%
Adult Nonfiction	8.7%
Periodicals	2.15%
DVDs (for adults)	12.72%
CNIB Discs	0.94%
Junior Fiction	4.09%
Junior Nonfiction	2.19%
Picture Books	4.78%
Children's DVDs	2.4%
Adult Fiction	41.92%

(Percentage of total PRINT circulation, not including in library use)

e-books represent 12,301 or 9.4% of total circulation for the year.

## **SHORT TERM STRATEGIES and GOALS for 2015**

Based on what we know of our community, users and the present collection, the five goals for the library collection will be:

1. Actively purchase DVDs, especially well-reviewed television shows and films
2. Develop a collection of children's French and bilingual books
3. Evaluate current Automatic Release Plans
4. Purchase e-books strategically
5. Support programs with complementary purchasing

## **LONG TERM STRATEGIES**

1. Monitor circulation of new item types and add as circulation warrants
2. Monitor circulation patterns
3. Evaluate e-resources