

Collection Development for School Libraries

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Using your district collection development policy will guide you in book selection and weeding and will also protect you if a book is challenged.

Keep these in mind when selecting.

- **Standards for New Mexico School Libraries**
New Mexico Task Force for School Libraries
http://nmla.org/docs/NM_Task_Force_for_School_Library_Standards_RevMar04.pdf
- **Academic standards NM**
<http://www.ped.state.nm.us/standards/>

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- Where do I find titles to buy?
 - How will I know if a title is right for my school?
 - How do I build a collection?



Where do I find
titles to buy?

Review Journals: - No money for the library periodicals below? Each one - buy one and share throughout the district

- **School library Journal** – Strictly school and school library oriented. Best bet. \$137

Online -

<http://www.schoollibraryjournal.com/community/Reviews/47085.html>

- **Booklist** – Adult and children’s books. I would use SLJ first in the lower grades. Current cost \$110
- <http://www.booklistonline.com>

- **Book links** –
<http://www.booklistonline.com/default.aspx?page=booklinks>

“A **quarterly** supplement to *Booklist*, *Book Links* magazine is designed for teachers, youth librarians, school library media specialists, reading specialists, curriculum coordinators...” Titles listed by subject. Old and new titles included.

- **Publisher's weekly children's book reviews** – online is the cheapest.

<http://www.publishersweekly.com/Community/Children's/47139.html>

- **Horn book** – expensive in paper subscription.

Home - <http://www.hbook.com/>

Guide - <http://www.hornbookguide.com/cgi-bin/hbonline.pl>

Newsletter -

<http://www.hbook.com/newsletter/index.html>

ALSC & ALA Awards pages and other respected resources

- **ALA Youth Media Awards-**
http://www.ala.org/template.cfm?template=/CFApps/awards_info/browse.cfm&FilePublishTitle=Awards,%20Grants%20and%20Scholarships&style=Y
- **New York Times Best Sellers -**
<http://www.nytimes.com/pages/books/bestseller/>
- **NYT Sunday Book Review -**
<http://www.nytimes.com/pages/books/review/index.html>

- **The Bulletin of the Center for Children's Books -**
<http://bccb.lis.illinois.edu/>
- **Need a review for a specific title?- New Mexico State Library – Magazines Online** www.nmstatelibrary.org
We have access to many full text reviews in Booklist, School Library Journal, Horn Book and other review journals through the State Library. It's free! Click Online Resources, then Magazines Online then search box.
- **Library of Congress** – information on every book with an ISBN. Searchable for free!
- <http://www.loc.gov> click on Library Catalogs

Jobbers:

- Follett
- Baker and Taylor
- BMI

Catalogs – Various publishers like Lerner, Children's Press, Rourke, Library Video, World Almanac, etc. Email them and ask for one to be sent to you.

Bookstores –Browse titles in bookstores to see if the content or format is what your students need.

Kids! Some of the real bookworms will let you in on their discoveries. Trade titles, put up a review bulletin board. Word of mouth does wonders for circulation in a school library.

Amazon.com – Often includes national reviews. Take customer reviews with a grain of salt. However, I did find them occasionally useful to see if kids were giving feedback on pop items.

Bilingual books/books in Spanish -

- Children and Libraries en Espanol – guidelines for collection development
- http://www.chil-es.org/collection_dev.html
- Cinco Puntos Press - Flo Trujillo recommends -Joe Hayes sells his books through this site. <http://www.cincopuntos.com>
- Del Sol publishers – sells books not in print <http://www.delsolbooks.com>

Books in Navajo –

- Navajo Curriculum Materials – you can order directly from them
- www.sanjuan.k12.ut.us/media/mediaweb.htm
- Salina Bookshelf
- <http://www.salinabookshelf.com/default.aspx>
- **OCCL Language Sets** are collections of books, CDs and DVDs, including current and popular titles available in 13 languages. This gives libraries the opportunity to view the release schedule for all languages and see what is included in each set. You can also view previous title lists by scrolling down the page for past months.
- <http://www.worldcat.org/profiles/OCCLLanguageSets/lists>

Periodicals - How many of you have periodicals in your library? State minimum standard is 8 magazines and 1 newspaper for under 300 students.

- **Library Subscription Services**

- <http://www.librarysubscriptionservice.com/>

- **Ebsco Subscription Services**


- <http://www2.ebsco.com/en-us/ProductsServices/catalogs/Pages/periodicalsschools.aspx>

CDs, DVDs, Books on CD - consider school district policy and your school's needs and delivery systems. Video reviews are found in most book review journals.

- **Video Librarian** <http://www.videolibrarian.com> \$99
- **Internet Movie Database** - <http://www.imdb.com/search>
- **Netflix** - <http://www.netflix.com/BrowseSelection>
- **Library Video** often has great sales.
<http://www.libraryvideo.com/>
- **GPN** - <http://www.shopgpn.com>
- **Rabbit Ears** - <http://www.rabbitears.com>
- **Weston Woods** -
<http://teacher.scholastic.com/products/westonwoods/>
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Other sources of information

- **Books in Print** - subscription online or purchase hard copy . Consider that it gets outdated quickly and it is expensive to replace every year. I would use this to research book suggestions when augmenting weak subject areas. FPL has the 2007-2008 version.




How will I know if a
title is right for my
school?

When considering a title:

Adapted from: Collection Policy of Westwood Elementary School in Fairview, Tennessee

- Does the title support the curriculum?
- Does it fall within your collection guidelines?
- Will it enhance your current collection? Or will it be redundant?
- Is it developmentally and age appropriate for your school?
- Does the plotline or material have broad appeal?


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- Will the material be outdated soon - i.e. pop stars. You have to determine if those are viable items for your particular collection.
 - For non-fiction - is it accurate and authoritative?
 - Is the viewpoint even handed or one sided?
 - Does it have visual appeal, with appropriate illustration and type set?
 - For NF - is there a table of contents, index, bibliography, glossary?
 - Will it be used?




Bathroom Break!



How do I build a
collection?

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- Look at the content of the collection
 - Keep track of your budget dollars
 - Consider marketing your library
 - Maintain the collection

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- Look at the content of the collection

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- What are the weak areas in the collection?
 - Consider school needs: units of study, teachers, support staff (speech, music, art, special ed.)
Also consider state mandated curriculum.
 - What do students need? What are they asking for?

- Do you have enough titles to appeal to both genders, all demographics? Consider ethnic background, primary language and special needs of students.
- What is being consistently checked out? Look at numbers. Do you need multiple copies?
- Non-Fiction - try to keep up to date. Less is better here if you have quality, up-to-date titles. Consider units of study when purchasing non-fiction. Do you need more titles in one area than another?

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- Keep track of your budget dollars

- Create a purchasing time-table. Be aware of when budget dollars are disbursed. When is the cut-off date for final purchases for the fiscal/school year? Plan to purchase accordingly. Make sure your seasonal items are purchased well ahead of time.
- Keep track of what you have spent and what is left. This will enable you to make quick decisions when opportunities for purchases arise unexpectedly.
- Keep a running wish list with hash marks to denote multiple requests for titles. You can quickly pare the list down to the essentials when creating a purchase order. This also comes in handy when you get a windfall of cash.

- Get friendly with the PTO or start a Friends of the Library group to inject cash into your purchasing budget. Talk to your supervisor, principal and treasurer regarding how to go about establishing line numbers, outside accounts. etc. Make sure you follow district rules regarding fundraising.
- Plan to keep some monies from Book Fairs if at all possible. That way you can order from different publishers.
- Try creative purchasing – Are you using a jobber like Baker & Taylor or Follet? They may or may not have the best price. Purchase a mix of library bound, hardcover, Bound to Stay Bound and paperback. Sometimes the hard covers just don't hold up as well as library bound or even Bound to Stay Bound. Beware the Scholastic book paper and hard cover! Are you willing to do repairs?

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- Marketing for a school library?

- Keep your library's profile out there. Make sure the principal and "powers that be" know what is happening in your library (especially the positive stuff, contests, read-a-thons, etc.), how the kids are using those materials, what the teachers, kids and parents say about the library, etc.
- E-mail lists of recent acquisitions to teachers and principal.
- You have to build good PR for your library in order to get funds steered your way, especially grant monies.

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- Maintain the collection.

- **Continuous Weeding – Dori**
- **Repair** – In these tight times, learn how to repair books with book glue and book tape (clear and cloth). Trade repair tips with friends. Attend a book repair workshop. Teach a volunteer to help with repairs.
- **Rebinding** – for those rare treasures only.
Esperanza Book Bindery-2276 Don Felipe Road SW,
Albuquerque 87105, NM 505-873-1750
- **[Bookbinders of New Mexico](#)** - 2400 Morningside Dr NE,
Albuquerque, NM 87110 505-830-1499
- **Replacement** – Well loved, and award winning in-print titles.



Miscellaneous

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- **Consider joining a librarians' list serve.** Choose the digest option to get a collection of messages sent out by the list serve-usually daily. This will give you a wealth of ideas, tips and opportunities to share what you know.
- **LM_Net** - school librarian list serve
http://www.eduref.org/lm_net/
- **Pubyac** – Public librarians who serve children and teens - www.pubyac.org/

● Online Training Opportunities

- **Arizona Public Libraries – Collection Development**
- <http://www.lib.az.us/cdt/intro.aspx>

- **NM State Library**
- http://www.nmstatelibrary.org/index.php?option=com_content&view=article&id=154:online

- **Idaho State Library**
- <http://libraries.idaho.gov/page/able>

- **State of Florida Sunlinks for Media Specialists**
- <http://www.sunlink.ucf.edu/mediaspecialists/>

- **Links for Collection Development from AASL- American Association of School Librarians** – A wiki, like Wikipedia, but authored by librarians.
- Wiki: http://aasl.ala.org/essentiallinks/index.php?title=Main_Page Many topics.
- Tools: http://aasl.ala.org/essentiallinks/index.php?title=Collection_Development
- Includes sample policies

Let's keep in touch.

- **Please leave me your email address and I would be glad to email you these pages for easier access to the internet. We can also exchange ideas and collaborate on getting the kids reading more!**
- **We would love to work in partnership with you to provide your students with a wide range of materials for school projects. Please feel free to send us information regarding annual projects and units of study so we can support your students' needs.**
- **Please consider emailing me a web link to your school's summer reading lists, AR lists or any other reading lists you might have developed for your school web page. We would be happy to put it on our Youth Services pages to share with parents and students. Let's keep kids reading over the summer!**
- **bhuff@infoway.org**