

# Dutchess **BOCES**

## SCHOOL LIBRARY SYSTEM

### Cooperative Collection Development Plan

#### **Statement of Purpose**

This program will assist school library media centers in building collections of print or electronic resources that are high in cost or limited in availability. These specialized collections will be housed in the library media centers of participating schools and will be available for resource sharing. Topics for participating schools will be approved by the School Library System Coordinator and the Cooperative Collection Development Committee.

#### **Scope**

Participants of this program are part of our School Library System Cooperative Development Collection CoSer 540.000. All SLS members have access to the materials purchased for the CCD Collections via Interlibrary Loan.

#### **Goals**

- Coordinated Cooperative Collection Development is for **strengthening** and increasing the overall breadth and depth of the collection available for **resource sharing** between member school district libraries throughout the school library system.
- To improve efficiency and cost-effectiveness of collection development decisions in individual participating libraries.

#### **School Library System Responsibilities**

- Facilitate the establishment of the needed criteria for collection development.
- Establish an advisory group of participating schools and one Advisory Council representative.
- Approve topics for participating schools in collaboration with the Cooperative Collection Development Committee.
- Provide the necessary support for material selection.
- Establish and implement the acquisition, cataloging and maintenance procedures.
- Create a union list of materials available.

### **Participating School Responsibilities**

- To get approval from the SLS office before planning the CCD order.
- To select special collection materials based upon the professional judgment of the librarian, current professional literature, faculty recommendations, and current curriculum/standards.
- To acquire materials and to continue the development of the special collection on the appropriate level in the suggested CCD subject areas.
- To designate all special collection materials as being part of the CCD special collection in the MARC record (Field 690, Subfield a, Data "CCD - topic or subject) and with appropriate spine label.
- To make the collection available to other member libraries through interlibrary loan via the School Library System Union Catalog, if loan at that time does not interfere with the instructional needs of the school.
- To notify the School Library System of any changes within the district affecting the special collection.
- To keep records of interlibrary loan statistics of CCD materials.
- To complete surveys upon request.
- To abide by lending guidelines while participating in interlibrary loans.

### **Evaluation**

- The School Library System's annual evaluation will include questions to provide feedback about the CCD Plan.
- The results of the annual survey related to the CCD plan will be reviewed and evaluated by the CCD Committee and the SLS Coordinator. A report will be made to the Council and the Communication Coordinators.
- The School Library System maintains statistical data regarding participation.
- CCD collections will be evaluated based upon the professional judgment of the librarian and current curriculum/standards.
- A CCD Plan Review Committee shall review the plan annually and adjust as necessary.

### **Suggested Guidelines**

- Each participating school library shall choose no more than two subject areas for collection.
- No subject area shall be chosen by more than 2 libraries.
- All subject areas shall be available for reassignment annually.