

Collections Checklist – Spanish Peaks Library District – January 2012

1. Adopt a Collection Management Plan.

SPLD has never had a formal, regularly revised Collection Management Plan. I am actively working on the goal of developing in 2012 such a plan, on the model of the Technology Plan that we have been maintaining since 1998 as part of the e-Rate application process.

2. Funds are allocated for purchasing materials and are expended based on the Collection Management Plan and other plans directing library activities.

The 2012 materials purchasing budget is included in the general operations budget. This is based on a budget developed in 2006, with annual adjustments but no significant reallocations. A broad review of this budget plan will be included in the Collection Management Plan described above.

3. Review the Collection Management Plan within each three-year period.

As with the Technology Plan, the Collection Management Plan will be scheduled for review annually and revision every 3 years (with interim revisions as needed).

4. The collection reflects the ethnic and cultural diversity of the community.

5. The library collection contains materials and access to information representing a wide variety of viewpoints.

Enriching the library's collection, both to reflect the local culture and to inform on the wider world, have been a significant collection priority over the past 5 years. Particular areas that have seen focused growth include:

- Local history materials relating to ethnic and cultural minority settlers in Southeastern Colorado in the 1850-1950 period.
- The role of women in the Westward Expansion and specifically in the Hispanic and US settlements of Southeastern Colorado.
- Materials relating to prehistoric, historic, and current Native American presence and experience in Colorado and New Mexico.
- Dictionaries and language learning materials supporting the languages represented in Huerfano County during the coal mining period.
- Self-published and alternative-distribution materials on daily life in Huerfano County and Southeastern Colorado, including cookbooks, oral histories, and other specialized documents.
- Geography, geology, and natural history of Colorado and New Mexico, especially notable recent releases.
- Children's, Young Adult, and Adult level fiction related to rural and small-town experience
- English-Spanish bilingual children's books.

- In-depth recent United States history, especially for the 2000-2010 period, including Iraq and Afghanistan wars, Bush II and Obama administrations, and 2008-2009 financial crisis
- Fiction and nonfiction related to the range and diversity of Islamic life and culture in the Middle East and especially Iraq and Afghanistan/Pakistan, and in the United States.
- Fiction and nonfiction related to LGBT life, and especially to the lives of rural LGBT youth.
- Consumer health awareness and self-advocacy materials, especially in areas of women's and children's health, mental health, diet and exercise, and chronic disease management.

6. Libraries that house local history/archive collections follow the best practices of the Society of American Archivists.

The February 2009 revision of the SAA's *Archival and Special Collections Facilities: Guidelines for Archivists, Librarians, Architects, and Engineers* is on order and the best practices outlined therein will be included in the new Collection Management Plan.

7. Provide online databases as appropriate to meet the needs of its community.

See below (10). SPLD subscribes to a robust package of online databases which, after struggling for a number of years, has seen slow but steady growth in usage over the past 2 years. This investment is finally paying off and should be maintained, and we should continue to improve marketing.

8. Maintain a collection of media in various current formats, including physical and downloadable materials, as well as other non-print materials.

9. Provide materials in formats appropriate to the needs of its special population groups.

SPLD now counts slightly over 1700 electronic media items in its collection, including just under 1000 downloadable audio titles.

We are actively evaluating subscription-based electronic media packages for a variety of content types, and hope to develop this area in the immediate future. We're also participating in the emerging area of open-access virtual collection movement exemplified by the CLiC e-Discover The Classics project.

We continue to maintain AV material in multiple formats (VHS/DVD; audio cassette/CD/mp3 device) to support the diverse needs of patrons. The 2012 plan will include a plan for measured reduction in obsolete formats, with opportunity for public feedback and ongoing assessment.

10. Maintain an appropriate collection size based on its legal service area population.

Appended is a chart comparing SPLD to similarly-sized libraries of various levels of affluence in Colorado in 2010 (from LRS.org). Note that although SPLD is among the smaller libraries in the group by legal service area (#8 of 11 in the 4k-7k size range), it rates pretty highly across the board, ranking third in collection size. However, total materials expenditure and materials as percentage of operations rank very low.

11. Library's collection is up-to-date.

Filtering for publication date is a routine part of materials assessment and weeding, as well as in backlist acquisitions and selection of donations.

Appended is a detailed report of collection size and average age by Dewey subdivision. Unfortunately this report format is only available for general nonfiction, but I am working to develop a similar data output for other areas of the collection.

12. Regularly evaluate items in the collection for retention, replacement, or withdrawal according to the library's collection management plan.

SPLD uses an all-staff-participation weeding process where materials which fit the statistical profile for weeding (10 years/10 circs for fiction and AV materials, modified CREW for nonfiction) are pulled into the staff work area and reviewed for 1-2 weeks. In general, about 1/3 of materials which fit the profile for weeding are deemed valuable enough to the collection to be returned to circulation and targeted for extra promotion (inclusion in reading lists, Save this Book! Displays, etc.).

I have begun tracking withdrawals and weedables. One of my collection management goals for 2012 is to generate meaningful statistics relating to withdrawals, and to bring the weedable % in each classification category below 10%.

13. Track annual circulation statistics per capita and turnover rates.

This is part of our standard annual statistical report to the Public Library Annual Report.

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Library	LSA Population	LSA Registered Borrowers	Non-Resident Registered Borrowers	Registered as % of LSA	Square Footage	Operating Revenue	Collection Expenditures	Collection as % of Operating	Print Volumes	Subscriptions	Electronic Databases
Penrose Library District	4466	2583	314	64.87%	6700	\$207,902	\$17,996	8.66%	14994	30	0
Southern Teller County School/Public Lib Dist	4804	1407	47	30.27%	7456	\$114,938	\$43,110	37.51%	21163	24	1
Manitou Springs Public Library	4992	4627	725	107.21 %	1600	\$163,957	\$26,814	16.35%	14556	23	0
Spanish Peaks Library District	5403	4194	974	95.65%	9725	\$206,701	\$12,153	5.88%	22675	44	16
Gilpin County Library District	5441	5003	52	92.91%	5400	\$284,132	\$17,850	6.28%	31300	30	0
Ignacio Library District	5485	4470	0	81.49%	1100 0	\$903,535	\$35,349	3.91%	19690	66	14
Las Animas-Bent County Library District	5619	1859	0	33.08%	6048	\$100,087	\$7,977	7.97%	17566	23	1
Combined Community Library (Ordway)	5643	1758	78	32.54%	1220 0	\$13,779	\$2,737	19.86%	32680	20	2
Saguache County Public Library	6108	654	0	10.71%	1800	\$82,200	\$754	0.92%	14500	20	0
John C. Fremont Library District (Florence)	6259	3242	1210	71.13%	3900	\$266,564	\$31,181	11.70%	14415	68	1
Wellington Public Library	6289	4760	1200	94.77%	3700	\$139,750	\$30,550	21.86%	22631	40	13
SPLD's ranking within this group:	8	5	3	2	3	5	8	9	3	3	3