
Supplemental Cooperative Collection Development

SUPPLEMENTAL COOPERATIVE COLLECTION DEVELOPMENT SERVICE
COSER #572 -1

School library media specialists promote access to information resources by creating and joining consortia or networks, like the School Library System (SLS), establishing resource-sharing agreements and delivery, and implementing interlibrary loan. This service addresses:

- sharing the purchase of resources that no single library can afford; and
- distributing collection responsibilities among a group of libraries in which differences in subjects collected occur.

School libraries are not able to purchase all the library books and information resources which they need to meet the informational needs of students and staff. This service will allow schools to create areas of authority within the region for all types of information in various formats (print/video/DVD etc. playaways, books-on-tape/cd. These resources will be made available for resource sharing through Interlibrary Loan.

The School Library System will provide a cooperative collection development service that will build specialized library collections for the purpose of resource sharing. This service will coordinate acquisition of specialized library materials that meet SLS Cooperative Collection Development (CCD) criteria for need, cost, topic and general usefulness for members of the SLS as a whole. Collections will be housed in respective member buildings. It is not meant to build core collections of library materials, but to provide subject-based specialized resources in differing content areas and to support curriculum initiatives.

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SUPPLEMENTAL COOPERATIVE COLLECTION DEVELOPMENT POLICY

DEFINED

Cooperation, coordination or sharing in the development and management of collections by two or more libraries making an agreement for that purpose.

Collection development and management is the process of acquiring materials in a cost- and user-beneficial way. These include the functions of collection planning, analysis or evaluation, selection, effective procurement of materials, review of collections for preservation, storage, discard and other functions designed to make library collections useful and effective as possible.

In: American Library Association, A Guide to Coordinated and Cooperative Collection Development Among Libraries.

OBJECTIVES AND PROGRAM BENEFITS

- The goal of Supplemental Cooperative Collection Development (SCCD) is to develop in-depth collections on topics of interest to the members of our system. Member libraries agree to cooperatively build their own library collection beyond basic curricular support in specific areas.
- Supplemental Cooperative Collection Development, however, does **not** take the place of strong local collections in the curricular areas, but rather helps schools within the OCM BOCES School Library System to coordinate efficient acquisitions of specialized and/or expensive resources.
- Acquisitions will be more economic and cost-effective because specialized materials will be purchased by designated libraries, therefore, reducing expensive duplication.
- Collections will be built to meet the needs of individual schools and the students in each participating district. Collections will support the New York State Standards as well as the curriculum in the schools and districts.

SCOPE

- SCCD will include materials in all formats, print, audiovisual, and computer related.
- SCCD will concentrate on those areas discussed with the Liaison Council and based on a balance between the overall needs of the SLS members at large and a school's willingness to collect in the specified area.
- Strong collection areas will be determined according to the following criteria: currency (if applicable), total number of volumes, number of volumes added in the past 5 years, overall depth of collection
- If needed, designated collection areas will be duplicated at the elementary and secondary levels.
- All members of the School Library System who wish to participate will be included.
- Funding will come from local operating budgets of the participants.

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- Districts and/or schools may participate in the OCM Library Supplemental Cooperative Development CoSer (572-6316).
- Schools will agree to circulate materials acquired through coordinated cooperative collection development under the regular system of interlibrary loan guidelines.
- The SLS shall assist in identifying resources for collection development projects by providing bibliographic tools. The SLS maintains access through the union catalog.

EVALUATION

Areas of collection development will be evaluated annually. Surveys will be used to evaluate needs. The list of collection strengths will be circulated each year.

Adopted December 12, 1991: System Council
Adopted January 8, 1992: Liaison Council
Revised February 5, 2002: System Council
Revised April 10, 2008: System Council
Revised September 18, 2008
Revised January 14, 2009
Revised June 5, 2009

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SUPPLEMENTAL COOPERATIVE COLLECTION DEVELOPMENT

**Frequently Asked Questions about SCCD
Onondaga-Cortland-Madison BOCES School Library System**

What is a Cooperative Collection service and how will it work?

This service is meant to enhance the local school collection as well as the union catalog (OURS). The OCM School Library System will provide a supplemental cooperative collection development service that will build specialized library collections for the purpose of resource sharing. This service will coordinate acquisition of specialized library materials (books, periodicals, CDs, videos etc.) which meet School Library System Cooperative Collection Development (SCCD) criteria for need, cost, topic, and general usefulness for members of the School Library System as a whole.

What need does this fulfill in a contemporary school library media program?

The function of the school library collection is to support instruction and meet the informational needs of teachers and students in the building. Adequacy of school library funding and changes in curriculum content and course emphasis make development of in depth library collections difficult for individual schools. This service will allow schools to build exemplary library collections in specialized areas and make these resources available to other schools through Interlibrary Loan.

What was the planning involved in the conception, evolution and implementation of this service?

The OCM School Library System's Cooperative Collection Development committee submitted a plan in 1992, which was adopted by the SLS Council. This plan was revised in February 2002. This plan has a voluntary program component and a CoSer service. The volunteer program involves the coordinated acquisition of specialized materials for resource sharing and uses local district funding. Districts and/or buildings may participate in the OCM SLS Supplemental Cooperative Collection Development CoSer 572-6316.

What are the goals and expected outcomes of this service?

- To meet the requirements in education law and regulations for School Library Systems to develop a Cooperative Collection Development Plan;
- To provide development of specialized collection programs for participating school libraries;
- To provide specialized collections to support instruction beyond basic curriculum resources;
- To develop and distribute resource lists and bibliographies of specialized collections to participating school libraries;
- To provide professional selection and verification sources and other acquisition references for participating schools;
- To promote cost effective acquisitions of library resources among participating school libraries;
- To facilitate interlibrary loan of specialized materials and special collections.

Example of how service will work: The library media specialist at _____ High School meets with the Social Studies staff to develop a special collection of non-stereotypical Native American sources, which will be purchased through this program and made available through our interlibrary loan service.

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What are the responsibilities of the School Library System in the implementation of this service?

The School Library System staff will provide the means for the resource sharing service. School Library Systems staff will also:

- Facilitate the establishment of criteria for specialized collection development and monitor the policy which is already operational;
- Establish and facilitate the subcommittee of participating school librarians;
- Provide needed support for materials selection;
- Order materials on behalf of participating school libraries;
- Create bibliographies and lists of materials available for resource sharing.

What are the procedures for SCCD?

Once a school has signed on for the service, the following steps are:

- * The **building librarian** determines the collection area based on CCD criteria, curricular need, and sends in a list of titles to be ordered.

The following procedural and processing standards for orders are:

- Name of the library and designated area at the top of each sheet submitted
- Requisition forms are **NOT** necessary
- **All pertinent information, such as title, author, vendor/publisher, ISBN, and cost, and state contract number (if applicable) should be included.**

Examples of orders could include:

- one main entry card per resource
- include customized call number
- include plastic jackets
- one plain book pocket
- spine labels
- send form to standardize on book processing
- If barcodes are to be added at the vendor level, include them in the order.
- *The SLS office does not provide barcodes or pockets with SCCD books.*
- If barcodes are to be added at the SLS office, send a range of barcodes to SLS and indicate where they are to be placed on the book with an example.
- Costs should be kept in line with the amount of the service request.
- Shipping and handling must be included as part of the total cost of the order.
- Vendor card kits or barcodes must be included in the cost, if they are ordered.
- Over order at a minimum of 10-20%, and prioritize list
- CCD orders need to be completed by **December 1** of the academic year.

Materials will be delivered to the School Library System.

- Include full bibliographic citation in ordering list and document as much as possible.
- Ex: catalog page etc.
- Keep a copy of your order.
- Maintaining CCD, handling losses, weeding, etc. is left to local policy.
- Mylar jackets and book pockets must be added at the individual library level if they have not been ordered through the vendor.

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- * The **School Library System Staff** will prepare the Purchase Order based on the list from the school librarian. In addition, the staff will:
 - Track back orders
 - Clear up incorrect orders
 - Send the PO for payment
 - Notify the school librarian if there are monies to be expended before the CCD budget closes.
 - Funds not expended will be returned to the general fund of the school district. Funds do not necessarily revert to the library code.

- * When the orders are received, the **School Library System Staff**, will create a record in MARC format for your local catalog if no record is available from the vendor. The staff will also:
 - Check the books upon arrival for completeness of order.
 - Will adhere a spine label, and pocket label if requested.
 - Will adhere books, CD's, videos, etc. with the SLS SCCD bookplate. Individual libraries are responsible for stamping the materials with local information.
 - Materials will be treated as new acquisitions. The SLS staff will send the disk with the SCCD order to the school to be uploaded.

What is the benefit of ordering materials through CCD?

The cost of the titles becomes aidable at the individual school rate, and school districts will receive that aid in the next fiscal year. For example, if a library ordered \$2,040 worth of resources, and the aid ratio for that district were .75, it would receive \$1,530 of that \$2,040 back in aid the next year. Generally this aid goes directly to the district's general fund, not back to the library. Please see the Business Manager regarding district policy.

Cost for COSER 572-6316

District \$2.60 RWADA (Districtwide) **AND / OR**
Building libraries may sign up for SCCD in \$1,000 unit blocks

If you have any questions, please contact the OCM SLS office (315) 433-2665