

LA 107 Collection Management & Buying Plan

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Policy:

COLLECTION SIZE: The County of Prince Edward Public Library serves a population of 25,500. This is increased by 2.5% from the 2001 census data that reported a population figure of 24,901. The library consists of six (6) branches and employs a “floating collection” policy. This means that all books move through the library branches and no one branch owns any book. A book 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 70%
3. Four (4) small branches 30%.

The population is 93% English speaking (23,270). There are 335 French only residents of the County.

The ILLO librarian is responsible for all of the ordering for the library. As a result of the August 2010 Staffing Report by Peggy Malcolm of Southern Ontario Library Service the Children and Teen Services Librarian will assume responsibility for the children/YA purchases. All staff are expected to contribute title suggestions to these persons.

De-selections will be the responsibility of the Collection Maintenance Assistant. This will happen yearly and all branches will be weeded by the CMA. Materials that are out of date, damaged or read out will be removed from the collection.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 for de-selection that is damaged beyond repair, lost, or otherwise unusable to the ILLO librarian for removal from the database and possible replacement.

SELECTION TOOLS:

Demographics and circulation will help to inform purchasing practices. As well the ILLO librarian will use the selection lists provided through Library Services Centre, forms submitted by patrons (*Request for Purchase*), books requested through ILLO repeatedly, award winning titles (*Giller, Governor General's, CBC Literary Awards*), and book reviews from the Globe and Mail and other popular sources.

MATERIAL FORMAT:

Formats include books, periodicals, serials, audio books, compact discs, feature and non-fiction videos and DVDs, and computer based electronic resources.

Books are generally purchased in hardcover for their durability and to ensure that patrons have access on release. Paperback copies are generally processed from donated material. Young adult material is primarily purchased in paperback format.

Textbooks are only purchased in areas where there is little or no material in any other format.

The library encourages and relies on donated material to build its audio-visual collection. The exception is audio books and they will be purchased from current bestseller lists.

By Age Prince Edward Residents:

0-14:	3,675
15-19:	1,655
20-64:	14,615
65-85 and over:	5,555

Circulation by item type (January to October 2010)

AF -	49.0%
AN -	13.0%
AAF -	3.0%
AAM -	0.20%
AFF -	0.0118%
AFLP -	11.0%
ANLP -	0.50
Per -	2.40%
AVF -	7.0%
AVN -	0.50%
JAF -	0.03%
JAM -	0.02%
JF -	3.50%
JFF -	0.03%
JN -	3.0%
JNF -	0.01%
JP -	5.50%
JPER -	0.12%
JVF -	1.0%
JVN -	0.20%

The materials budget has fluctuated very little in the last four (4) years:

2006 -	\$73,245
2007 -	\$72,749
2008 -	\$72,749
2009 -	\$73,354

It is important to note that the library relies solely on donations to add DVD's to its collection.

Circulation has increased steadily:

2006 -	185,441
2007 -	192,140
2008 -	187,766
2009 -	200,000

The number of volumes for a community with the population size of Prince Edward should be approximately 59,500 to 76,500.

Using the Annual Survey statistics the collection size for Prince Edward is as follows:

	<u>Titles</u>	<u>Volumes</u>
2006 -	59,841	82,545
2007 -	57,671	79,689
2008 -	50,053	74,009
2009 -	53,809	73,128

LONG TERM STRATEGIES GOALS FOR 2010-2011

Based on what we know of our community, users and the present collection, the five goals for the library collection over the period from 2010-2011 will be:

1. Build lending library of book club sets (both regular and large print)
2. Build DVD collection – children and adult.
3. Review periodicals collection and plan for diverse collections between branches.
4. Review non-fiction areas of home decorating, health/psychology, social problems, law, education, landscaping, travel, small engine repair and medical.
5. Identify a portion of budget to support local initiatives eg. “The County Reads”.

ANNUAL PLANS – TARGET AREAS FOR 2011

1. Purchase 10 (ten) book club sets (half LP).
2. Purchase children’s DVDs.
3. Purchase additional new periodical titles for Picton and Wellington.
4. Purchase travel, home decorating and landscaping titles.
5. Purchase all new “County Reads” title selections. Consider these titles for book club sets.

BUYING PLAN:

Buying plan for the first year as follows:

Adult Fiction – 30,000
Adult Non-fiction – 11,000
Adult Audio Fiction – 2,000
Adult Fiction – Large Print – 7,000
Adult Non-fiction – Large Print – 1,000
Adult Periodicals – 4,000
Junior Fiction – 2,500
Junior French Fiction – 500
Junior Non Fiction – 2,000
Junior Picture Books – 4,000
Junior Periodicals – 500
Junior DVDs – 1,000

Large and regular print book club sets 5,000 including \$1,200 dollars from New Horizon for Seniors grant. – 5,000

Paperbacks and adult DVDs will be processed from suitable donations.