

COLLECTION DEVELOPMENT PLAN

COMPONENTS OF A COLLECTION DEVELOPMENT PLAN

All collection development plans should address the areas noted below. (Some useful examples from existing collection development plans are available).

Statement of Responsibility

The principal of the school is ultimately responsible for the school library program.

The collection development plan should specify how the principal has delegated authority to teacher-librarian designate/individual teacher or committee with regard to coordinating the selection of resources, deciding on new acquisitions, and planning for the ongoing development of the collection.

Principles and Criteria for Selection

The CBE Educational Resources Center has district responsibility for facilitating the evaluation of resources for school library collections and school community involvement. Recommended Resources in both English and French are available on-line for schools. These recommendations contain bibliographic and evaluative information for a wide variety of print and non-print resources. They assist schools in developing current, comprehensive collections which support the curriculum and meet individual student interests, abilities and needs. In addition, the database "Core Resources for Collection Development" (CRCD), K-12, provides an extensive bibliography of current and retrospective titles which schools may wish to consider for purchase.

Titles identified by the Educational Resource Centre as "Recommended Resources" or "Core Resources for Collection Development" are evaluated according to the following criteria:

- Resources will support and be consistent with the general educational goals of the province and the district as well as school development renewal plans.

	<p>They will also support the aims and objectives of schools, as well as the curriculum and programs offered within those schools.</p> <ul style="list-style-type: none"> • Resources will be accurate and current. • Resources will take into consideration the varied interests, abilities, learning styles, special needs, and maturity levels of students.
<p>COMPONENTS OF A COLLECTION DEVELOPMENT PLAN (cont'd)</p>	<ul style="list-style-type: none"> • Resources will exemplify the highest possible literary and artistic quality. • Resources will have a physical format, appearance, and technical design which is suitable for their intended use. • Resources will be identified to provide varying points of view in order to allow schools to develop balanced collections. • Resources will be selected to reflect the cultural and social diversity of our society. <p>The evaluation form with criteria summary used through the Educational Resources Centre is accessible through the link under Library Management. Detailed criteria are located in the CBE document <i>Guidelines for Evaluation of Learning Resources (1998)</i>.</p> <p>School-based collection development plans should specify criteria used in the school to select from the Recommended Resources and Core Resources for Collection Development titles. As well, criteria should be indicated for selection for special parts of the collection, such as paperbacks, periodicals, or electronic resources. Both fiction and non-fiction should be evaluated and selected based on above evaluation criteria.</p> <p>Selection Practices</p> <p>This section should identify the people who are involved in the selection of resources, e.g., all teachers, selection committee, students and/or parents and indicate how final selection decisions will be made. Also, indicate how duplicate copies, gifts, local purchases, and suggestions will be addressed.</p>

Assessing the Collection

Collection development and selection of resources is based on an assessment of the existing collections ability to contribute to the attainment of the goals of the school. In order to assess specific areas of the collection, to identify current and anticipated needs, and to provide procedures for improving the relevancy of the collection, schools may wish to use the form entitled "Needs Analysis for Collection Development" (formerly "Collection Analysis" found in Appendix B). Completed forms should be filed with the school's Collection Development Plans for ongoing consultation.
