Collection Development

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Library Collection

“Library collection is a sum of library materials books, manuscripts, serials, pamphlets, reports, recording, microfilm, e-resources and online resources etc. that make up the holdings of a particular library”
Collection Development

- It is a most important process of library. In which increase the reading materials of library for satisfaction of reader approach.

- A set of resources that will be most useful for community.

- In recent time the term “collection development” has come to encompass a broad range of activities related to the policies and procedures of selection, acquisition and evaluation of library collection.
Purpose of Collection Development

- Selecting best and useful documents for readers.
- Providing better and new information according to approaches of readers.
- Periodic reviewing to un-useful and old documents for withdrawal into stock.
- Spending money only on useful reading materials according to systematic plan.
Collection Development in Libraries

- In the public libraries
- In the academic libraries
- In the special libraries
Collection Development in Public Library

- Selection criteria
  - Status of library
  - Level of users
  - Budget
  - Subject of reading materials
  - Forms of reading materials

- Who should involve in selection of reading material?

- Which source referred to selection of reading material?
Collection Development in Academic Library

- Selection criteria
  - Status of library
  - Level of users
  - Budget
  - Subject of reading materials
  - Forms of reading materials

- Who should involve in selection of reading material?

- Which source referred to selection of reading material?
Collection Development in Special Library

- Selection criteria
  - Status of library
  - Level of users
  - Budget
  - Subject of reading materials
  - Forms of reading materials

- Who should involve in selection of reading material?

- Which source referred to selection of reading material?
Pre-requisites of Collection Development

- We should be known specific objectives for library.
- Librarian should be created a CDP.
- Librarian should be kept a balance between need of readers and objective of library.
- Librarian should be established a book selection committee.
- All the rules should be followed by librarian for best library collection.
Criteria for Collection Development

- Life
- Price
- Quality
- Availability
- Content
- Value
- Known
- Unique
- Audience

- Format
- Authority
- Authenticity
- Reliability
- Timeliness
- Relevance
- Originality
- Vocabulary
- Organization
A policy which is created for the developing of library collection in which include Identification, selection, acquisition and evaluation of reading materials called as a Collection Development.
Major Elements of CDP

- Purpose/Mission
- Patrons
- Materials
- Budget and Gifts and Donations
- Selector
- Selection Methods and Tools
- Acquisition
- Physical Space
- Copyright Policy
Advantage of CDP

- It helps to giving a base for accurate planning of collection development.
- It helps in best selection and acquisition of books and other reading material.
- It helps to appropriate use of money for purchasing books and other reading material.
- It helps in weeding out the waste reading material.
- It helps in fulfill first, second and third law of Library science.
Processes of Collection Development

- Decide objectives of collection development.
- Create a CDP in written.
- Make a selection committee.
- Select reading materials according to different criteria and features.
- Take a sanction of selected reading materials from library authority.
- Select distributor or vendor and commit to ordering, delivery and receiving process.
- Coordinate selected reading materials with available budget.
- Make a list and ordering of selected reading materials.
- Receive and check ordered material.
- Replace damage reading material.
- Reminder to distributor or vendor.
- Physical process of reading materials.
- Shelving of reading materials.
- CREW (Continuous Review, Evaluation and Weeding)
Techniques of Collection Development

- User survey, general meeting and interview to knowing their approaches.
- Read recent book reviews.
- Librarian can be purchased second hand reading material in low cost.
- Motivate to community for giving donation and gift on special occasion.
- Replace the waste reading material with other libraries.
- Through Inter library loan and resource sharing.
- If your library is part of a larger organization request permission from your funding agency.
- Introduce yourself as an official ahead of your funding agency most likely to collection development.
- Invite and display library services in front of officers who support financially for collection development.
- Establish a researchers' register to know your researchers.
- Introduce yourself to professors and offer to give class tours of your library or department.
- If students then return to work on papers with a local theme, ask if they might consider donating a copy to the library when they are finished.
Evaluation of Collection Development

- According to objectives of collection development.
- According to Users approaches.
- Updating of collection
- Proper forms of reading material.
- Authenticity of reading material.
- Use of collection
- Physical conditions of reading material.