

CCCD POLICY

Adopted by SLS Library Council 03/17/04
Revised and adopted by SLS Library Council 02/28/07

Members of the Delaware-Chenango-Madison-Otsego BOCES School Library System may agree to participate in a cooperative collection development effort.

Definition:

“Cooperative, coordination or sharing in the development and management of collections by two or more libraries making an agreement for this purpose.”

Collection development and management is, *“The process of acquiring materials, in a cost-and user-beneficial way. 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 as useful and effective as possible are included.”*

(ALA, Guide to Coordinated and Cooperative Collection Development Among Libraries)

Objectives/Benefits:

1. Each library should continue to acquire a balanced collection of materials and through collection analysis assess collection strengths and weaknesses in all subject areas.
2. Acquisitions will become more cost-effective because designated member libraries will purchase specialized materials, therefore reducing expensive duplication.
3. Student preparation for college and information needs as adults will be increased by:
 - a. Increased access to specialized materials.
 - b. Better-balanced core collections in member libraries.
 - c. Planning research in advance to facilitate the use of interlibrary loan.

Scope:

1. All school libraries in the DCMO BOCES SLS are eligible to participate.
2. Funding will come from regular operating budgets of participants. Individual schools may, however, designate additional money for this purpose if they wish. Schools may participate in the co-ser for CCCD.

3. Supplemental funding through either grants or special awards may be investigated at local and system levels.
4. Schools shall agree to circulate materials acquired through coordinated cooperative collection development using established interlibrary loan guidelines.

Collection Planning for Non-electronic Materials (Selecting Subject Emphasis/Dewey Areas):

1. Member school librarians will choose at least one but not more than five subject/Dewey areas for which they agree to support. [See co-ser for clarification]
2. The commitment to selected subject/Dewey areas shall be maintained for no less than three years. Requests to change or redirect areas of specialization will be reviewed by the School Library System.
3. Librarians should use the following criteria for selecting the subject/Dewey areas:
 - i. Curricula needs based on the New York Learning Standards and the information literacy standards.
 - ii. Curricula needs based on current circulation patterns in each member library and in consultation with professional teaching staff.
 - iii. Based on established patterns of use, knowledge that students and professionals would utilize the materials.
4. Each participating library media specialist is urged to prepare a written collection development plan specific to his/her library. The plan should address the CCCD criteria as listed above. Long-range planning in the area of collection development, based on curriculum needs, promotes student achievement.
5. Selection of a subject/Dewey area will concentrate on narrow rather than broad areas, i.e., “American Revolution” or “Civil War” rather than “American History” or “History of the Women’s Suffrage Movement” rather than “History of Voting”.
6. Several forms of media (books, audio books, videos) appropriate for school library media center collections will be included in the cooperative collection areas.
7. The SLS CCCD Committee, comprised of member librarians, will evaluate proposed subject emphasis areas and determine the appropriateness of selected areas. These decisions will be based upon the DCMO School Library System district needs as well as local district needs. Selections will be reviewed to avoid duplication.

Collection Planning for Electronic Databases

Member school library media specialists will contact the School Library System for available database choices and pricing for the databases. The SLS will provide procurement procedures after the school library media specialist makes his/her selection (s). After January 1 of the current school year, unencumbered electronic database allocations maybe used to purchase other CCCD materials.

Storage and Withdrawal Decisions:

1. Consideration must be given to storage of materials purchased. In some instances, considerable weeding will have to be initiated to make room for the new materials. Weeding guidelines are available upon request from the System office.
2. The School Library System must be notified of discards so they can be deleted from the Union Catalog database.

Responsibilities of the CCCD Committee:

1. Review biannually the CCCD plan.
2. Evaluate proposed subject emphasis/Dewey groups based on regional needs.
3. Consider the appropriateness of CCCD acquisitions for sharing.

Responsibilities of the School Library System:

1. Coordinate the availability and use of materials purchased through this plan.
2. Coordinate electronic database renewals through this plan.
3. Consult and assist in the identification and selection of materials purchased through this plan.
4. Review requests to change or redirect areas of specialization, based on the requirements of the state learning standards or of the individual school.
5. Continue coordination of the program to promote the wise implementation of these guidelines.
6. Perform an annual evaluation of the program and review these guidelines using statistics and formal/informal contributions from participating LMSs.

CCCD Co-ser Guidelines

1. Upon request of two districts, BOCES will develop a cooperative service in support of cooperative collection development.
2. BOCES SLS staff will coordinate acquisition and purchase of materials selected by library media specialists in participating schools. These materials will be identified as CCCD materials belonging to BOCES.
3. The materials will be deposited in the participating library media center and circulated using existing interlibrary loan procedures.
4. All cooperative collection materials will be entered into the regional database. Access will be provided through the regional database project, and through bibliographies and lists prepared by SLS staff.
5. No one school district can appropriate more than 60% of the total CCCD Co-ser funding and receive BOCES aid.
6. Member school librarians will choose at least one but not more than five subject/Dewey areas that they agree to support.
7. Distribution of subject/Dewey areas based on units for participating school districts:

Units	Maximum Number of Subject/Dewey Areas
1 – 2	3
3 - 5	4
5+	5

8. The SLS CCCD Committee will specify a date when all CCCD requisitions must be submitted to the SLS office.
9. Printed copies of electronic database information will be shared in compliance with the United States Copyright law.
10. Interlibrary loan transactions of CCCD materials will observe the provisions of the United States Copyright Law.