

Cooperative Collection (CCD) Policy

Adopted by School Library System (SLS) Library Council 02/03/00

Revised and adopted by SLS Library Council 04/15/09

Members of the Delaware-Chenango-Madison-Otsego (DCMO) Board of Cooperative Education Services (BOCES) School Library System (SLS) 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."*

(American Library Association (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 providing for adult information needs will be increased by:
 - Increased access to specialized materials.
 - Better-balanced core collections in member libraries.

Scope:

1. All school libraries in the Delaware-Chenango-Madison-Otsego (DCMO) BOCES SLS are eligible to participate in the Cooperative Services Agreements (CO-SER) for CCD.
2. Funding will come from regular operating budgets of participants. Individual schools may, however, designate additional money for this purpose if they wish.
3. Schools agree to circulate CCD materials 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 subject/Dewey area that they agree to support.
2. The commitment to selected subject/Dewey areas shall be maintained for three years. The current collection interval ends June 2010. Requests to change or redirect areas of specialization will be reviewed by the SLS CCD Committee.
3. Librarians should use the following criteria for selecting the subject/Dewey areas:
 - Curricula needs based on the New York Learning Standards and the information literacy standards.
 - Curricula needs based on current circulation patterns in each member library and in consultation with professional teaching staff.
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 CCD criteria as listed above.
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. The SLS CCD Committee, comprised of member librarians and council members, 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

1. Member school library media specialists will contact the SLS for available database choices and pricing for the databases.
2. The SLS will provide procurement procedures after the SLMS makes his/her selection (s).
3. After January 1 of the current school year, unencumbered electronic database allocations may be used to purchase other CCD materials.

Responsibilities of the CCD Committee

1. Review of the CCD plan one year prior to the end of the 3-year collection cycle.
2. Evaluate proposed subject emphasis/Dewey groups based on regional needs.
3. Consider the appropriateness of CCD acquisitions for sharing.
4. Review requests to change or redirect areas of specialization, based on the requirements of the state learning standards or of the individual school.

Responsibilities of the School Library System

1. Coordinate the availability and use of materials purchased through this plan. (ILL)
2. Coordinate electronic database renewals through this plan.
3. Consult and assist in the identification and selection of materials purchased through this plan.

CCD CO-SER Guidelines

1. Upon request of two or more districts, DCMO BOCES will develop a cooperative service in support of cooperative collection development.
2. DCMO BOCES SLS staff will coordinate purchase of materials selected by SLMS in participating schools. These materials will be identified in the MARC records and marked on the item as CCD materials belonging to DCMO BOCES.
3. The materials will be deposited in the participating library media centers and circulated using existing interlibrary loan procedures.
4. All cooperative collection materials will be entered into the regional database.
6. Member SLMS will choose at least one subject/Dewey area that they agree to support.
7. The SLS will specify a date when all CCD requisitions must be submitted to the SLS office.
8. Interlibrary loan transactions of CCD materials will observe the provisions of the United States Copyright Law.