

ITEM NUMBER: 13.02 a-d
CHAPTER 13: Collection
Development
CODE: Procedure
COMPUTER ID: CD-2

Title:	Materials Selection Procedure: Adult Materials; Children's Materials; Audio-Visual Materials; Periodical Materials
Effective Date:	11-24-86
Authorized By:	Library Board of Trustees/Library Director
Date of Last Revision:	9-2019

A. MATERIALS SELECTION AND WEEDING PROCEDURE

Materials selection is coordinated by the Library Services Manager. Materials are selected in accordance to the Collection Development Policy.

The steps for selection are as follows:

1. The Collection Development Librarians purchase materials for all Marathon County Public Library locations. Collection Development Librarians may use selection aides to guide their purchasing. Selection aides may include:
 - Bestseller lists
 - Box Office earnings
 - Media marketing
 - Music charts
 - Professional reviews
 - Purchase suggestions
 - Vendor recommendations
2. The Collection Development Librarian creates their cart with the vendor.
3. The Collection Development Librarian chooses the titles and quantity. The librarian then assigns which locations the materials will go to and which fund the materials will be deducted from.
4. The Collection Development Librarian then transfers the finished cart to Support Services staff for a final check.
5. Support Services staff make sure that quantities and locations match and that the correct fund code is designated.
6. Support Services staff submit the order.
7. After the order is submitted the Support Services staff download the bibliographic records for the materials purchased.

B. WEEDING

Weeding of library collections is coordinated by the Library Services Manager. The materials are weeded in accordance with the Weeding the Collection policy.

The steps for weeding are as follows:

1. Once a collection is selected for weeding the Collection Development Librarian will create a list of items in the collection.
2. The list is then analyzed in order to select items for weeding according to the weeding policy.
3. A staff member will pull the chosen items and the Collection Development Librarian will review the items.
4. Items will then be marked for deletion in the ILS.
5. Staff will mark the barcode with a "WD" for "withdrawn."
6. Staff will desensitize the security tag.
7. Items are disposed of in accordance with the Weeding the Collection policy.

C. PERIODICAL SELECTION PROCEDURE

Acquisitions:

Periodical selections are coordinated by the Library Services Manager. The majority of periodicals are purchased through a major magazine vendor but direct orders are possible. The steps for acquisition are as follows:

1. For each new fiscal year the Adult Services Librarian asks for input from staff on use of titles and recommendations they might have regarding subscriptions. The Adult Services Librarian will then use the staff's input along with information about cancellations, adjustments in price and changes in frequency to make informed decisions on cancellations and additions.
2. The Adult Services Librarian works with branch staff to coordinate continuing subscriptions, cancellations, and additions to their holdings at their individual branch. The Adult Services Librarian will ask for input on cancellations from the Library Services team for decisions at Wausau Headquarters.
3. Support Services staff accounts for cancellations, adjustments in price, and changes in frequency. Then Branch Coordinators will work with the Adult Services Librarian to choose new titles. The Adult Services Librarian will coordinate all changes made to Wausau Headquarters' subscriptions with Support Services staff. Support Services staff will monitor periodical budget and keep the Adult Services Librarian up to date.
4. Once the final decision has been made for the headquarters and branches, the Adult Services Librarian will submit a final list to Support Services.

5. Support Services will communicate the changes to the magazine vendor to make the finalized decisions for the next fiscal year.
6. If titles cannot be purchased through the major magazine vendor then direct orders are coordinated by the Adult Services Librarian and Support Services. Titles can be added at any time during the fiscal year as long as funds are available.

Selection:

Periodicals are selected in accordance with the Collection Development policy.

The criteria for selection of periodicals is the same as for books:

- Relevance to community interests and needs
- Expressed public demand
- Opinions of critics, reviewers, staff members, and the public
- Quality in content
- Availability of materials in the subject areas
- Budgetary and space considerations

Holdings:

Holdings of periodicals are evaluated on the basis of use.

Periodicals are held for the current year and one year prior.

Newspapers are retained two (2) months unless the paper issues are replaced by microfilm. In that case, they are held until the microfilm arrives.

D. WEBSITE SELECTION PROCEDURE

The Marathon County Public Library maintains a website to meet the educational, informational, and recreational needs of the residents of Marathon County.

Links from the Library's Online Resources page to outside websites are recommended by the library staff to supplement, broaden, and enrich the Library's existing print, non-print, and database collections. Final selection for websites will be linked to the Library's Online Resources page. Final selections are made by Adult and Youth Services Librarians.

Sites are selected in accordance with existing collection development standards, including but not limited, to the following:

1. Relevance to library customers' interest and needs
2. Relevance to the existing library collection

3. Authoritativeness, balanced presentation, and currency of information
4. Stability of site
5. Free access to the site
6. User-friendliness of site (ease of use, speed of connection, etc.)
7. Periodic updates of subject content
8. Recommendations or reviews from standard library review sources, or other librarians

Library staff may select a site that does not meet all of the above criteria if they feel the site has unique, valuable content.

Commercial sites (those which encourage purchase of items or services) that support the Library's mission and meet criteria listed above may be selected for inclusion in the Library's Online Resources page by the Library Services staff with final approval from the Library Director. Contractual agreements required for the Library to link to these sites must be brought to the Library Director for signature.