



# Recommended Task

# Sample Collection Development Plan

Collection development plans state the collection goals of the school library and general steps that will be taken to reach those goals in accordance with the school's and district's collection development policies. A good collection development plan will include two parts: The first describes the school's unique needs, overall goals for the collection, and a process for selection based in the existing policies. The second part will detail goals by year stating which sections of the library will be the focus and how or why books that section will be targeted.



# Collection Development Plan for (Your School's Name) School Library

*This is just an example — tweak it to meet your school needs*

## **SECTION 1:** Description of (Your School's Name) School Library

(Your School's Name) school library serves approximately (Number of students) students, teachers, administrators, staff and parents. We have approximately (Number of items) items including: Fiction, Picture Books, Easy Fiction, Nonfiction, Reference, Art Prints, Videos, and Audio-Visual Equipment.

## **SECTION 2:** Purchasing Materials for Users

Most of the needs of our student patrons are met by picture fiction and nonfiction reading materials. Reference materials such as encyclopedias, atlases, and dictionaries are available for research and teacher check out. We do service students who are visual and hearing impaired, so when possible materials are purchased to accommodate their needs.

## **SECTION 3:** Collection Development

The main goal of the school library is to provide curriculum support and quality recreational reading materials. The budget will be used to provide a variety of materials, and duplicate copies of titles will only be purchased for recreational reading when necessary. A variety of formats will be provided to fulfill the curriculum and recreational reading needs. Each format purchased will be considered on an individual basis. Teacher requests will be considered on an individual basis and purchased according curriculum needs and collection development policies. The school library will acquire audio-visual and electronic resources for research purposes, when feasible. Those patrons using ebooks will be required to have their own device to use them.

## **SECTION 4:** Selection Process

The school librarian/paraprofessional will select the books and materials to be purchased using the Utah State Core Curriculum Descriptions. Input from teachers and students will also be considered. Booklists supplied by jobbers, review journals, and district personnel will also be used. A list of lost and discarded books will also be considered for repurchasing. Most of the purchases will be made in the fall of each year, using the above stated guidelines. Items requested after that point will be considered for the next year's budget. Gifts will only be accepted and used if they are needed and would have been purchased anyway.

# **Collection Development Four Year Plan (Your School's Name) School Library 20\_\_-20\_\_**

## **Year 20\_\_-20\_\_**

Books and materials will be purchased using faculty and student input, collection analysis data, and core curriculum needs. Recreational reading books will be purchased by using review journals, core curriculum guidelines, district media lists, and paperback replacement needs. An emphasis will be put on the fiction chapter book area, because of the large percent of paperbacks that need weeding.

## **Year 20\_\_-20\_\_**

Books and materials will be purchased using faculty and student input, collection analysis data, and core curriculum needs. An emphasis will be put on the science and math core curriculum needs, and the replacement of weeded paperback books in all areas.

## **Year 20\_\_-20\_\_**

Books and materials will be purchased using faculty and student input, and core curriculum needs. An emphasis will be put on the social studies and language arts core curriculum needs. A continuation of replacing weeded paperback books will also be emphasized.

## **Year 20\_\_-20\_\_**

Books and materials will be purchased using faculty and student input, interest inventories, and core curriculum needs. An emphasis will be put on the nonfiction section of the library (000-999). Reference books will be re-evaluated for accuracy.