Making a Collection Count
A holistic approach to library collection management
Second Edition
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awfullibrarybooks.net
Collection Life Cycle

Selection

- Weed or Replace
- Repair & Maintenance
- Re-Shelving

Checkout (Use)

Shelving

Processing & Cataloging

Acquisitions
Management = control and attention
Development = growth
Collection Management Policy

- General Selection Criteria
- Genres, Formats, Collections
- Preservation, Conservation, Maintenance
- Weeding Efforts
- Cooperatives & Resource Sharing
- Holds to Copies Ratio
Collection Philosophy

Broad vs. Deep
Popular materials vs. Well-rounded content
Diversity & Inclusion

"A quality collection...offers strategies to ensure that learners actively engage with the materials." -Mona Kerby, Introduction to Collection Development for School Librarians
Collection Objectives

Collection policy states how the collection will fulfill the mission.

Collection objectives detail the purpose of each collection and criteria for selection.
Collection
Benchmarks

How is the collection performing?
Collection Management Using Reports

Reports are not a substitution for physically interacting with the collection.
ILS Reports

• No circ prior to <date>
• Publication date prior to <date>
• Turnover rate
• Items marked missing
• Items “extremely overdue”
• Circ by call number range
• Highest circulating items
• In-house use
• Shelf list
Every time you sort a report in Excel you get a different piece of information about the collection.
The Circulation Metric

Define circulation:

Check-out, renewal, and check-in?

Is that three metrics or one?
Circulations Over Time
Group Metrics

Group metrics describe the activity of a whole collection.

HOW DOES ONE COLLECTION PERFORM COMPARED TO ANOTHER?

HOW OLD IS THE COLLECTION?

HOW DO E-BOOKS COMPARE TO PRINT?

WHAT ITEMS ARE LIKELY TO BE DAMAGED?
Report carefully

Only include similar items

This report gives you an idea of how old a group of items skews.
Relative Use

Collection Size

Total Circulation
Item Metrics

Describe the activity of a single item in the collection.

- How does its use compare to other titles?
- How old is it?
- What is its physical condition?
- Is there an updated edition available?

Is there a better title?
Cost Per Use

Price of Item/Total Uses

= 

Cost Per Use
Physical Inventory

Compare what you actually have to what the computer says you should have.
What You’ll Discover

• Inaccurate call numbers
• Mislabeled items
• Items marked missing
• Items that are weird!
Everything is Connected