

Georgia Public Library Service (GPLS) Mission

EMPOWERING LIBRARIES TO IMPROVE THE LIVES OF GEORGIANS

Purpose

The GPLS Professional Library serves and supports the mission of GPLS and its constituents - GPLS staff, Georgia trustees, librarians (including emerging, i.e., students and retired), and library staff throughout Georgia. The purpose of the professional library, with its focus on library science and related fields, is to make current resources easily accessible to the user community.

The GPLS Professional Library is a participating member of Georgia PINES, a statewide resource sharing integrated library system (ILS), a union library catalog and patron database. While the physical library itself is not open to the public, materials are available for loan through PINES to Georgia libraries and through OCLC interlibrary loan.

Collection Management Manual

The purpose of this GPLS Collection Management Manual (Manual) is to assure quality and relevance in the selection/deselection, acquisition and management of resources in support of the GPLS mission. The Manual governs the principles and procedures for maintaining the existing resource collection, selecting new resources, and removing obsolete resources.

- [Collection Management Manual Review](#)

The Manual is intended to be a fluid document that is subject to changes as they are needed. Ongoing review and evaluation are necessary to keep this manual vital and current. It is the responsibility of the GPLS staff and/or consultant to regularly review and update the manual as needed.

Responsibility

The overall collection development and management is the responsibility of designated individuals or teams, including the option of consultants. (Collection staff). Assigned collection staff is responsible for the content of the collection, for setting priorities for all types of resources, and for coordinating the selection, purchase, deselection, and removal of resources. Collection staff strives to achieve a relevant and useful collection that:

- Supports GPLS staff and staff in public libraries in Georgia
- Reflects an awareness of developing professional and occupational trends and public library priorities

- Is developed through application of professional standards and in collaboration with the user community

Collection staff uses selection aids including, but not limited to:

- ALA approval program
- Peer institution library collections (for example, MI, NC, SC, AR, FL)
- Core lists from recognized libraries and/or professional organizations
- Publisher catalogs
- Standard scholarly bibliographies
- Review media such as Choice, Booklist, Library Journal

General Selection Criteria

The following considerations may be used to evaluate materials considered for addition to the Collection:

- Accuracy and currency of information.
- Needs and interests of GPLS user community.
- Favorable reviews by reputable sources, inclusion in recognized bibliographies, recommendations and/or receipt of major awards or prizes.
- Reputation, authority, significance or expertise of the author, illustrator, editor, publisher, producer or performer.
- Suitability of subject, style, level and format/medium for intended audience.
- Correlation and/or contribution to the diversity and scope of the existing collection.
- Permanence or timeliness of the material.
- Price or relative cost (potential use) of material and/or electronic access.
- Readability, literary merit, clarity, visual appeal and/or quality of production.
- Organization, convenience of access and ease of use.
- Availability of materials on the subject through other sources.
- Cost of the material relative to the budget and other available material.
- The number and weight of applicable considerations may vary in specific professional decisions.

Selection Limitations:

- Textbooks may be added to the collection if the title provides context and topic coverage.
- Instructional materials developed by GPLS will be reviewed annually and weeded when no longer in use.
- Multiple copies are avoided except when demand dictates.

- Damaged/Lost items are considered for replacement if the title is considered a standard in the subject area, usage statistics warrant replacement, or if the title provides unique and needed subject coverage.
- The majority of materials collected are written or presented in English; electronic resources may be available in additional languages.
- Collection is supplemented through Interlibrary Loan and access to electronic resources.

Specific Criteria for Select Resources

Print Books

The book collection focuses on current sources relevant to library administration and operation. The book collection supports the GPLS User Community. Titles specific for a GPLS department may be considered for the library if they are deemed to have broader appeal. Otherwise these items are to be purchased by and for the GPLS department.

The GPLS Library may supplement MLIS curriculum material but cannot purchase to augment or support MLIS programs. Textbooks may represent the best sources of information in a topic. However, textbooks tend to be prohibitively expensive and outdated quickly. Very limited to no textbooks will be considered for purchase.

Multiple copies of books are not normally purchased unless real or anticipated demand is noted. Out-of-print or rare books are not purchased. English-language books are preferred, although some titles in Spanish may be considered.

There will be no “reference” items and all titles will circulate to GPLS staff and Georgia library staff and trustees, but not to the general public.

To achieve wider reach, reference titles in electronic format are preferred.

Electronic Books (eBooks)

Electronic books are accessible through GALILEO databases, eBook Central (ProQuest) and EBSCO eBooks.

In addition to general selection criteria, these special considerations apply to selection of electronic books:

- Fits the subject needs of GPLS User Community

- Multiple user access is preferred
- Ability to be hosted in GALILEO
- Ease of use of eBook platform

Electronic Licensed Databases

GALILEO provides database access. Board of Regent schools may have additional GALILEO databases relevant to the GPLS User Community. GPLS staff may be able to assist in information retrieval from these additional resources. Users request articles and books through Interlibrary Loan.

Serials: Magazines, Journals, Newspapers

The Library retains one year of print magazines and journals.
The library does not subscribe to newspapers.

Due to the escalating costs of serials, individual titles are carefully reviewed before purchase or renewal. Serial titles are annually cross-checked in GALILEO to determine electronic access to the title. Electronic access allows multiple users access 24/7 and is more fiscally prudent. The small print serials collection serves GPLS departments and staff and is not intended for deep research. Interlibrary loan is provided to meet the needs of this research.

In addition to general selection criteria, these special considerations apply to selection of serials:

- Magazines and Journals
 - Cost, including rate of price increases
 - Professional reputation of journal
 - Usage
 - Availability of full-text via electronic databases
 - Availability to Professional Association/Society Members
- Newspapers
 - Availability of access to older articles via electronic databases.

Books on CD

This format is not collected.

DVDs

This format is selectively collected. DVDs may be included when the information in the DVD format will be useful for meeting the information needs of users in a visual format. Additional criteria for the selection of DVDs include:

- Informational and instructional
- Visual presentation offers needed demonstration on a subject

Reports

GPLS Library will include publications from library-related organizations, associations, and agencies, and select governmental and educational agencies. The reports will be reviewed and weeded regularly. The exception is GPLS-published materials, which will be retained both for usage and archival purposes.

Gifts

Gifts of new materials are accepted only when they meet GPLS selection criteria, add strength to the collection and impose no significant limitations on their housing, handling or ultimate disposition/disposal. Accepted gifts become the property of GPLS, who retains the right to dispose of any material, regardless of how it was acquired, and will use the same procedures for discarding all withdrawn materials. GPLS does not issue value appraisals of gift materials for tax or any other purpose.

Not accepted as gifts:

- Materials which do not comply with Copyright laws
- Older editions of titles already owned by the Library
- Consumable materials, including workbooks, laboratory manuals and standardized tests
- Outdated materials
- Materials in poor physical condition
- Materials (such as titles in a series) that would mandate other and/or continuing purchases

Deselection

General guidelines for collection management are adapted from the CREW method. CREW stands for **C**ontinuous **R**eview, **E**valuation, and **W**eeding. The CREW method gives six general criteria for considering weeding an item from the collection which are summarized with the acronym MUSTIE.

- M = Misleading: Information is obsolete or inaccurate

- U = Ugly: Worn or in otherwise poor condition (especially water-damaged or moldy)
- S = Superseded: There is a new edition or a better book (print or electronic) on the subject
- T = Trivial: Information is of no discernible literary or scientific merit
- I = Irrelevant: To the needs and interests of the library's community
- E = Elsewhere: The material is easily obtainable from another library - electronic or print

Ongoing collection development includes removal and discard of materials which no longer meet the criteria for inclusion in the collection. Systematic and methodical examination of materials benefits the library and its users by ensuring that the collection accurately reflects the relevant and/or current needs and interests. Additionally, the orderly withdrawal of outdated and inadequate materials helps users access the more useful materials in the collection.

In addition to CREW, materials meeting the following criteria will be considered candidates for deselection:

- Multiple copies are no longer needed
- Material is not useful to GPLS User community
- Material falls outside current focus and scope descriptions
- Material does not meet current selection criteria
- Circulation usage statistics

Collection staff makes professional recommendations and judgments during the weeding process. GPLS directors, managers, and designates are regularly consulted regarding materials covering their professional areas of responsibility to identify candidates that meet the criteria for weeding.

Topics

The goal of the Collection is to provide relevant and useful information to the GPLS User Community, with some works to provide context and history of the field. Some topics change more than others so currency is not the only factor in determining whether it is worthwhile to maintain an item. In other words, something old may still be current and relevant and something new may require immediate replacement to ensure quality and accuracy of information.

Intellectual Freedom

GPLS supports the American Library Association's Library Bill of Rights and its concept of intellectual freedom. In making selections, GPLS attempts to include material representing differing points of view on controversial issues and considers them without censorship or prejudice when determining the collection's balance. Should the suitability of particular material be questioned, a

Materials Reconsideration Request Form with the specific objections must be submitted to GPLS Administration.

[ALA Library Bill of Rights](#)

[ALA Freedom to Read Statement](#)

[ALA Freedom to View Statement](#)

Copyright

GPLS complies with U.S. Copyright Law, [Title 17 of the U.S. Code](#)