



Core Collections' Selection Process and Policy

Selection Process:

1. Titles are chosen through a systematic surveillance of review literature with the express purpose of assisting with the collection development decisions made in small and middle size libraries. Content specialists and highly trained collection development staff make preliminary title selections. Initial recommendations are obtained from a variety of review sources, including: publisher catalogs, starred review and best lists included in respected industry periodicals, award winning title lists as well as other review source recommendations. Examples of journals used for review purposes include: Booklist, Choice, VOYA: Voice of Youth Advocates, School Library Journal, Horn Book, and Library Journal.
2. A panel of librarian advisors - with expertise in the materials referenced in the Collections and knowledge of current trends facing libraries – evaluate the initial choices made by the specialists. Advisors are encouraged to emphasize materials that build a well-rounded collection which includes all viewpoints and opinions, as well as fulfills the core mission of the library. All advisors are given access to a number of well-respected review sources to ensure the quality of their assessments is thorough and unbiased. These advisors also have the opportunity to add titles to the Collections as appropriate.
3. Titles are evaluated according to standard library collection development review criteria which include the following: authoritative nature of the work, quality of content, usefulness and intended purpose, relevance to audience or community, contribution to depth and breadth of collection, enduring value/demand and cost relative to overall value.
4. All titles selected for the Core Collections have received positive reviews in professional journals and/or have been selected by librarians who are experts in their field.

Advisory Board Review:

On a periodic basis an advisory committee is convened to discuss current issues facing libraries and resulting changes in collection development trends and material usage. The Advisory Board is charged with providing overall assessment of the collection, advising editors in the new directions and focus needed to enhance the collection, and providing guidance on re-evaluating material in the previous print edition, which may include removing titles from recommendation. Each individual collection is reviewed as a whole bi-annually by both the internal collection development specialists and the Advisory Board to determine the collection's strengths and needs.

Recommendation Levels:

Most Highly Recommended – Designated as a priority purchase for all libraries; listed in print and online editions.

Core Collection – Recommended purchase for a well-rounded collection; listed in print and online editions.

Supplementary – Acceptable title for in-depth subject collections or larger libraries; listed only in online database.

Archival – Titles that were once at higher recommendation levels, but that have been removed. Reasons for removal include: out-of-print status, out of date content, new edition, etc.