

WELLS BRANCH COMMUNITY LIBRARY

COLLECTION DEVELOPMENT PLAN

JANUARY 2016- DECEMBER 2020

Description and Objectives:

This document outlines the principles and criteria for the selection of library materials. It is intended to guide the library staff in the selection of materials, inform the public about the principles and criteria upon which selections are based, and to guide the library trustees and director when hearing challenges to materials in the library's collection

Objectives of the Collection Development Plan for 2016-2020

1. Sustain allocate budgeted funds for collection at the 10% level
2. Identify gaps and subject areas that need strengthening
3. Strengthen identified gaps/weaknesses in the collection
4. Set acquisition priorities
5. Develop special collections of materials to meet community needs
6. Constantly improve the library collection in accordance with the Collection Development Policy
7. Maintain a collection that is adequate in quantity and quality for state recommendations and accreditation.
8. Continue to build the collection towards 'enhanced' certification levels.

Service Area & Population

The library is a special purpose taxing district with boundaries that roughly follow the boundaries of zip code 78728 minus the areas that have been annexed by the City of Austin or cross into Williamson County. There are no residency requirements for membership. Roughly 48% of cardholders, 15,327/31,804, live within the zip code. When expired accounts are removed from the equation, 3,216/7,545, or 43% of cardholders, reside in 78728.

The census assigned a population of 20,299 for the zip code in 2010, up 17% from 17,289 in 2000. That trend is roughly 1.75% increase annually. Using that formula for the estimates in this document, the population will be assumed to be 20,299 for 2010, 21,017 for 2012 and 21,385 for 2014.

The population of Wells Branch, as compared to state averages, is younger, more educated, and living in a smaller household. This area has a higher than average percentage of homes that are rented instead of owner occupied. The household income in the area is lower than state average, but the percentage of households operating below the poverty level is significantly lower than the average.

The Collection Development Policy

The Collection Development Policy is a living document available at the library for public information. The objectives of the policy are to:

1. Provide collections of materials that contribute to the achievement of the library's goals as defined by the Board of Trustees.
2. Provide a broad collection of materials for information and homework support.
3. Provide materials for recreational reading, listening, and viewing.
4. Develop collections of materials that meet special needs and interests such as job seekers and foreign language populations.
5. Update and expand the collection to ensure accurate and timely information that meets users' reading needs.
6. Provide materials in alternative formats necessary to meet the needs of all library users.

Description of Current Collection

The Texas State Library and Archives Commission has basic requirements that a library must meet for accreditation. The Texas Library Association publishes guidelines for libraries to achieve enhanced or exemplary standards in many categories, including the collection. Libraries have goals in collection spending, currency, turnover and size. The Wells Branch Community Library is proud to maintain the highest level, exemplary, in all categories.

To be accredited at the basic level, the library must maintain at least 1.5 items per capita for our population. To be accredited at the enhanced level, the circulating collection must be increased to at least 1.95 items per capita. For an exemplary collection, we need 2.46 items per capita.

The collection has grown significantly through the years.

Date	# of items	per capita
12/31/2010	42775	2.10
12/31/2012	52168	2.48
12/31/2014	66465	3.10

As of the summer of 2015, the library collection housed over 50,000 circulating items with a value of \$1,064,270.78. These items are described as:

# of items	Category	Percentage
17674	youth	35%
32908	adult	65%
42857	print	85%
7725	media	15%

State Library standards require that at least 1% of the collection be published within the previous 5 years for a basic collection. That number increases to 20% for an enhanced collection and 25% for an exemplary collection.

As of mid-year 2015, the WBCL collection has 30.3% of materials published since 2010.

- 30.7% of the adult collection
- 29.6% of the youth collection
- 26.3% of the media collection
- 31.0% of the print collection
- 26.6% of the nonfiction collection
- 33.4% of the fiction collection

In the non-fiction section, the age of collection is more important in some areas than others. Understanding this, the percentage of titles that meet the criterion has been further described.

- 26% of generalities DDC 000-099 (includes encyclopedias, dictionaries and computer information)
- 28% of philosophy and psychology DDC 100-199 (includes logic, ethics and paranormal phenomenon)
- 14% of religion DDC 200-299
- 33% of social sciences DDC 300-399 (includes education, law, economics and etiquette)
- 29% of languages DDC 400-499
- 27% of natural sciences and math DDC 500-599 (including plant and animal books)
- 25% of technology DDC 600-699 (includes medicine, agriculture and cookbooks)
- 21% of fine and decorative arts DDC 700-799 (includes music and recreation/sports)
- 22% of literature and rhetoric DDC 800-899
- 28% of geography and history DDC 900-999 (includes travel guides)

Circulation Trends

To maintain basic accreditation, the library must circulate 2 items per capita for the assigned population. For enhanced accreditation, the library must demonstrate 3.12 circulations per capita. For exemplary status, that number increases to 5.25 per capita. In recent years, digital materials have become more popular and patrons move towards personal devices for some reading behaviors. As such, circulation of physical materials has decreased while digital circulation rises.

Year	Circulation (physical)	Circulation (digital)	per capita
2010	154600	n/a	7.62
2012	176504	2604	8.52
2014	162479	3480	7.76

Turnover Rate

A means of determining the relevance of a collection is turnover rate. The turnover rate is the number circulations of materials divided by the number of items in a collection. It shows the average usage of each item. As the collection grows, the turnover rate decreases. For enhanced accreditation, the collection should have a turnover rate of .94; for exemplary the turnover rate should be 1.42.

Year	Size of Collection	# of Circulations	Turnover Rate
2010	42775	154600	3.6
2012	52168	176504	3.38
2014	66465	162479	2.44

Selection

Decision-making process - The selection and de-selection processes are outlined in the collection development policy. Final decisions regarding collection development lie with the Library Director and can, in extreme circumstances, be appealed to the Board of Trustees.

Existing selection procedures

1. Recommendations are taken from the community, the staff, trustees, volunteers, and area teachers.
2. The library director (or another professional librarian on staff) selects from those recommendations as well as professional reviews, popular lists, and collection development resources.
3. Baker & Taylor and Bound to Stay Bound serve as the primary book vendors for the Wells Branch Community Library. Media purchases may come from local stores as well as online sources such as amazon.com. Specialty items, such as out of print, large type, and foreign language, are purchased in varying ways.
4. Digital items (primarily eBooks) are purchased and made available through Overdrive, which houses a collection specifically for Wells Branch patrons as well as a consortium for Central Texas Libraries to which our patrons have access.
4. It is expected that approximately 10% of materials added to the collection will come from donations.

Budget allocation- It is the intent of the Board of Trustees to devote 10% of the operating budget each year to collection development. This amount is divided into the following categories:

- Adult Print: including fiction and non-fiction, short stories, large type, foreign language, etc.
- Children's Print: including fiction and non-fiction, picture books, easy readers, etc.
- Young Adult (YA) Print: including fiction and non-fiction
- Adult Media: including both fiction and non-fiction movies and audio books
- Children's Media: including music, movies and audio books
- Graphic Novels: including purchases for youth and adults
- Digital Materials: including eBooks and unabridged audio titles for download

- Subscriptions: including magazines and newspapers
- Processing Supplies: including Mylar covers, date due slips, cases, etc.

2010	Items Purchased	Spent
Adult Print	2093	\$36,672.34
Adult Media	602	\$10,083.17
Children's Print	1339	\$21,431.68
Children's Media	235	\$3,569.59
YA Print	358	\$5,367.44
Totals	4627	\$77,124.22

2012	Items Purchased	Spent
Adult Print	1364	\$22,125.78
Adult Media	430	\$6,957.03
Children's Print	817	\$12,697.89
Children's Media	235	\$3,567.57
YA Print	333	\$4,826.23
Graphic Novels	230	\$2,885.19
Totals	3409	\$53,059.69

2014	Items Purchased	Spent
Adult Print	1594	\$26,012.38
Adult Media	383	\$7,682.58
Children's Print	1290	\$18,950.60
Children's Media	240	\$3,530.41
YA Print	392	\$5,119.72
Graphic Novel	355	\$3,561.84
Totals	4252	\$64,857.53

The collection development budget is divided each year into:

- 35% to adult print material
- 20% to children's print material
- 6% to young adult print material
- 10% to adult media
- 5% to children's media
- 3% to subscriptions
- 3.5% to graphic novels
- 9% to digital items
- 8.5% to processing materials

Donations and Gifts

The Wells Branch Community Library accepts unconditional gifts of materials for addition to the collection or sale in the library's ongoing book sale according to the Donation Policy. The library reserves the right to decide whether a gift should be added

to its collection. When materials are added to the collection, no restrictions on the library's use of gift materials may be made by the donor. The gift materials will become an integral part of the library collection. Gift items may not be reclaimed. The library reserves the right to sell, give to other libraries or otherwise dispose of gift materials that are not added to the library collection. The library cannot assign value to donated items.

Removal of Item(s) from the Collection

Basic to the Wells Branch Community Library's collection development policy is the citizen's right to Intellectual Freedom, and free and equal access to information and library materials without restriction. The Board of Trustees has adopted the ALA "Library Bill of Rights" with its official "interpretations" and the "Freedom to Read" statement, and affirms the support of the Wells Branch Community Library for these basic policies. The Library Board considers all materials selected under this policy to be constitutionally protected under the First Amendment of the United States Constitution. If a patron claims that a particular item is not constitutionally protected, the burden of proof rests with that patron.

Any patron can file a 'Request for Reconsideration' to ask that an item in the collection be re-categorized or removed. This form is reviewed by the Library Director, who will make a determination and forward that information to both the patron and the Board of Trustees. The patron, having received this determination, may appeal the Library Director's decision to the Board of Trustees at a regular meeting.

Weeding

The Continuous Review, Evaluation and Weeding (CREW) Method specifies appropriate criteria for selection and de-selection of materials based on physical condition, popularity, and age. The library manages its collection using the CREW method as a guide.

The current facility was designed and built to hold 50,000 items, a goal that was expected to take twenty years. As of July 2015, midway through that time, the collection surpasses that number. Shelving has been expanded every year to compensate, and we will continue to expand shelving as appropriate.

Each year, the library will add between 4000 and 5000 items to the collection. To accommodate these additions, we will increase de-selection. Studies have shown that a properly weeded collection increases circulation and patron satisfaction.

Inventory and Maintenance

The entire collection is inventoried annually. The library closes to perform inventory once per quarter and one area is completed each time. The collection is divided into areas of Media, Adult Fiction, Adult Non-Fiction, and Youth materials. After each area is inventoried, items not found are cataloged as missing. After 90 days, missing items are graduated to lost items. Ninety days later, those items are deleted from the collection.

Inventory is also the opportunity for staff and volunteers to make changes to shelving configurations and perform other tasks that cannot be reasonably accomplished during regular hours.

Areas of special interest

Areas of special interest for collection development: medical, technology, legal, bestsellers, movies on DVD, eBooks, school reading lists, and audio books in CD or digital format.

Special emphasis will be placed in the following areas:

- Adult fiction- current bestsellers, award winners, patron requests, titles made popular by groups such as book clubs, continuations or missing titles of a popular series, new publications by popular authors, large type printings, classic literature
- Youth fiction- local school and teacher reading lists, award winners and nominees, Texas reading lists, current bestsellers, patron requests, continuations of popular series, new publications by popular authors, classic literature, easy readers
- Adult non-fiction- current bestsellers, patron requests, biographies of popular persons, legal guides, study aids, career and employment guides, replacement of texts that are outdated, crafting, decorating, diet, ecology, recipes, parenting, relationships
- Youth non-fiction- patron requests, easy readers, science fair, Texas history, human body, crafting, and areas of study that relate to local school assignments

Promotion and Special Collections

To promote the collection, the library takes advantage of a number of display shelves and slat wall shelf caps. Special displays are reviewed each month and generally changed out quarterly.

High popularity subjects from the non-fiction collection are shelved separately for ease of browsing. These areas are food (predominantly cookbooks), career development, and technology.

Patron Input

To solicit patron input, the library maintains a request list both in house and online. Users can write their suggestions on a list at the information desk or submit them through our online catalog. Additionally, the annual survey solicits patron input into areas of interest and need.

Date of Plan: July 19, 2015

Glossary of terms used:

Per capita: The number of individual persons living within our tax boundaries

Collection: The totality of permanent circulating (and reference) materials. Subscriptions items such as magazines and newspapers are not part of the permanent collection.

Materials: All items in the library that can be borrowed by patrons. This number includes reference books and periodicals. It does not include computers and equipment.

DDC: Dewey Decimal Classification- the system the library uses to organize non-fiction materials by subject.

Media: Materials that are not in print format, including audio books and movies.

Account: WBCL library card number. Each individual patron has an account. The number of accounts is expected to be, and is, significantly lower than the population (or per capita).