**MOD 1.3: Collection Plan**

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LIBS 658: Knowledge Resources: Planning, Selecting, & Managing Collections

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Slover Library is a gem and tourist attraction located in Downtown Norfolk. It opened in January of 2015 and is one of the most technologically advanced libraries in Virginia. "The goal is to create a vital and dynamic center of community learning, leading-edge technology and civic engagement, available to all citizens of the region (Slover Library, 2021)." Slover Library encompasses three buildings with 138,000 square feet of combined space. There are 7 floors in Slover Library including a lower level. These floors include four creative studios, a new business center, a gaming lounge, a children’s play area, a historical collection, a waffle shop and so much more. There are also over 133,000 items in the collection and a vast amount of in person and online resources for the patrons (Slover Library, 2021). Slover Library does not have a dedicated parking lot so patrons unfortunately have to take public transportation or pay to park.

The City of Norfolk has a population of 238,000 with a diverse population of individuals. The median income for the city is $51,590 with a per capita income of $29,830 (U.S. Census Bureau, 2021). There is also a 18.7% poverty rate which is in line with the number of homeless individuals in the area. There are 34 elementary, 9 middle, and 5 high schools in Norfolk, VA (Norfolk Public Schools, 2021). This gives a brief overview of what our community looks like and why so many individuals rely on the library.

**Mission:**

“The mission of collection management is to identify, evaluate, select, organize and maintain high-quality information resources, in a wide variety of formats, to meet the needs of our diverse community for life-long learning, cultural enrichment, intellectual stimulation and recreation in support of the mission and vision statements of the Norfolk Public Library and the City of Norfolk (Norfolk Public Library, 2021).” Our collection development mission and library mission go hand in hand because we want to create lifelong learners through our library programs and collections that we offer.

**Collection Plan**

Slover Library and Norfolk Public Library offer a very robust collection for the community. The collection includes books, DVDs, audiobooks, ebooks, CDs, databases, and a plethora of items in our equipment library such as Wi-fi routers and microscopes. As mentioned above, Slover Library opened in 2015 so the collection is fairly new minus the items that came over from the previous main library in Norfolk. Recently, weeding has been on the forefront for us due to the pandemic. When I started looking at the book collection as a whole, the first thing I noticed was overcrowding. We had so many items sitting in storage areas or behind other books on the shelf. Since the pandemic, we have been analyzing the collection and looking at statistics to see which items are getting the most checkouts. This helped us see the many holes and what areas needed more diversity. Since I work in Youth Services, the focus for my full analysis was on the children's collection.

I conducted a random sample of the children’s biography section a few weeks ago and found that there were more biographies about men than women. This sample was conducted because at the time I was preparing to do a Women’s History Month display. Only 15 out of the 40 books that I pulled for the sample were about women. This was just one of the examples of areas that needed attention on the children’s floor. I found additional areas after conducting more random samples based off of some of the subjects of patron request we have been receiving. The collection overall looks a little better if we add in the items from the Norfolk Public Library branches.

As discovered through the random sample, the juvenile biography section at Slover Library will be one of the areas I tackle in my collection plan over the next 3 years. We have 1400 print books and counting in our juvenile biography section with many of them being there since opening. After looking at the checkouts of some of the books and the need for more diversity, I thought this section would be beneficial since many students request biographies for school projects. Since we are a public library, many students and parents are relying on us to provide resources for school or homeschool. We want to ensure that this section, as well as every other juvenile section, is diverse. Many library collections at one point were promoting whiteness mainly because the majority of books were by white authors with white characters. Thankfully things are changing and there are a lot more books by diverse authors with diverse illustrations.

The plan for the juvenile biography collection is to first analyze the collection fully to see what we have. Then we will begin to weed out all of the items that are no longer accurate or being checked out. “Our collection is the *stock* required to provide service to our customers. We need to keep our *inventory* turning over and our stock current (Truck, 2002).” This is the prime reason why weeding is so vital to a library collection. Once the items have been weeded, we will come up with an ideal collection size and then look for holes in the collection and see what is needed based on circulation statistics and frequent patron requests. Besides the addition of physical books, I would also like to highlight some of the resources available as an alternative.

The final step will be ordering of new material that matches the population of individuals that patronize our library. Patron- driven purchases will be beneficial for all of the areas of the collection since the collection will be utilized by the patrons of the community. We will also look at rewards list and recommendations for items to order. This of course will be an ongoing process and will not happen right away mainly due to budget constraints and space. It is important for this part of the collection and every other part of the collection to reflect our community. Rubin & Rubin (2020) discussed Raganathan’s laws of libraries. The two that stand out are “every reader his or her book and every book its reader (Rubin & Rubin, 2020).” The goal is for all the patrons to find books and resources they need. Using patron-driven statistics, I would like for us to purchase more titles of the Who was? and What is? America collection. We have a couple of the titles in the biography section now and they are circulated frequently. It would be beneficial for us to have a more complete collection since kids seem to like them.

The next area for the collection plan will be the juvenile nonfiction section. This section is much larger than the juvenile biography and will probably take time to get it to where it needs to be. For the purposes of this collection plan I will focus on the science section of nonfiction (500-599). This is one of the most circulated sections for our juvenile nonfiction but we still have requests for books that we do not have. For this collection, we will begin by assessing all that we have in our science collection. Johnson (2018) states that “in an assessment one considers the item in relation to user needs, the existing collection, the mission of the library, and consortial obligations.” After analyzing and looking for holes, we will then coordinate with Norfolk Public Schools to see what topics we should have based on their curriculum and SOL’s. We will then begin the weeding process for call numbers 500-599. As stated before, the plan is to apply this method for the entire juvenile nonfiction section eventually. When we begin selecting new materials for the science collection, we will use the CRAAP selection principles as our guide. We will also consider the selection guidelines listed in our collection management policy. A major resource that I have recently found helpful is the Starnet Library website. They offer a vast amount of resources such as collection recommendations, program ideas, and other STEM resources (Star. If we could offer STEM Kits for kids to go along with some of the print books, I feel that it would take the nonfiction collection to another level especially since STEM is what patrons are interested in.

The final area I will focus on is technology for the juvenile department. Our patron computers and AWE learning computers were removed from the childrens floor after the pandemic. The City of Norfolk is in the process of replacing them with a few laptops that patrons will be able to check-out for in house use only. With this change, we will have less computers on our floor for the patrons. My goal is to develop a plan to offer more technology including tablets and laptops for the families in our community. I would also like to incorporate digital signage and updates to our interactive floors as part of this plan but my main focus will be computers and tablets. As stated above, technology is already a part of the goals of Slover Library and an increase in technology will help us to fulfill that goal. This increase in technology is also essential for our As community. “Only 1 in 5 library branches say they have enough computer workstations, and 45 percent have no plans to add computers because of space considerations, cost factors, and maintenance issues (Koltzenburg, 2006).” This statement is still true for many libraries including Slover. Slover now only has 2 public computers in the building but as stated above, more computers will be available soon. For a resource, I would like to utilize the AWE resources website to help reinforce how beneficial technology is. The AWE Learning website has a lot of helpful information including printables and other makerspace and STEM items (AWE Learning, 2022). My goal is to purchase the tablets in an effort to promote early learning.

Each year, I plan to assess the progress of these changes through statistics and how well our administration team and foundation are responding to the changes. Refreshing the collection will be a continuous process since things change so frequently especially when it comes to technology. We are already aware of the 80/20 rule for collection management which is why it is imperative for us to look at data to ensure we are making the best use of our funds. For juvenile biographies and the juvenile NF section, we will be keeping a record of patron requests and recommendations to ensure our library and system as a whole is meeting the needs of the community. What I have found already from checking a couple of books is that we have a lot but some are not current. “It is important to remember that selecting materials for the collection is more an art than a science and requires staff well attuned to patron information needs, regional library collections, publishing industry trends, and a general history of recorded knowledge (Norfolk Public Library, 2021).”

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|  | **Year 1** | **Year 2** | **Year 3** |
| **Juvenile Biographies** | * Analyze Biography Section for Diversity * Meet with Norfolk Public School Media Specialist * Work with collection librarian about purchasing new materials | * Weed the juvenile biography section * Select and order materials based off diversity and recommendations from NPS | * Assess checkouts of new and older materials * Design displays to advertise books * Update collection with new bios of people as needed. |
| **Juv Nonfiction- 500-599** | * Assess the Juvenile NF section * Look at patron request statistics to compare against the collection * Begin weeding books that don’t meet selection principles * Meet with Norfolk Public School Media Specialist | * Finalize weeding of Juvenile NF section * Prepare a list of books for purchase based on recommendations and reviews * Order/select new materials for Juvenile Science | * Assess checkouts of new materials that were added * Look at adding science kits to go along with popular subjects * Design displays to advertise books |
| **Technology: Computers-Priority**  **Tablets-Priority**  **Interactive Gaming Floor Updates-**  **Digital Signage** | * Assess computer use statistics currently at Slover and prior to pandemic * Draft a proposal for foundation and City discussing upgrades and needs | * Purchase Tablets for Patron Checkouts (either Amazon Fire or AWE enabled tablets) * Purchase upgrades for Interactive floor system - GestureTek | * Purchase additional tablets/laptops for patron checkouts outside of the library * Upgrade any systems that are already in place. |

In conclusion, this collection plan will be a great start to improving the collection and resources that are offered to the Norfolk community. We will be sure to utilize all of the selection principles and take into consideration the recommendations of the patrons and other resources to ensure we are making the most efficient and effective use of our limited budget. All of these changes will benefit the community because they will have a better collection to utilize. After the 3 years are up, we will continually evaluate and assess all of our collections to accommodate changes. Slover Library is a lighthouse for the City of Norfolk and in order for us to continue providing the proper resources, we must continuously improve our collection.

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