COLLECTION EVALUATION FORMS

Library Monitoring Rubric - Section 1
Librarian Growth Rubric - Standard 6
School Library Guide - Section 4.4

Collection development can be defined as the carefully chosen purchases of materials in multiple formats, designed to support the instructional goals and information needs of the school population served. Ultimately those purchases determine the impact of the school library's collections on student success and achievement.

The process of collection development includes 1) selection and deselection (weeding) of current and retrospective materials including donations; 2) a well-defined strategy for purchase of acquisitions; and 3) the evaluation of collections to ascertain how well they serve patron needs.

Collection guidelines and evaluations are important for the systematic development and maintenance of the library's print, media, and electronic collections so that the holdings of the school library supplement, enrich, and support the needs of its patrons.

Collection standards are based on the belief that a collection of diverse resources assembled to match the school curriculum and the developmental, learning, and cultural needs and interests of students will contribute positively to the learning environment.

The librarian should consider what texts and additional resources teachers and students will need to support implementation of the curricula. Since student independent reading is an important goal of education, it is important to align resources to student interests and reading levels. Librarians should also consider how best to incorporate teaching literacy skills into the various school curricula and identify and gather resources which support those efforts.

Mississippi Department of Education
SCHOOL LIBRARY PROGRAM

COLLECTION DEVELOPMENT PLAN

LIBRARY INFORMATION

CURRENT COLLECTION COPYRIGHT AGE _____   **CURRENT COLLECTION TOTAL ITEMS** _____

AGE SENSITIVITY/ BALANCE Which sections need to be weeded or increased? Example: The library holds more books in the 200s than recommended OR the library holds fewer titles in 910s then recommended.

000	**100**
200	**300**
400	**500**
600	**700**
800	**900**
Reference	**Fiction/Story/Easy**
Professional	**Biographies**
E-books	**CDs/DVDs**

COPYRIGHT BY YEAR

Number of Resources © before 1980	Number of resources ©1980	Number of resources ©1990	Number of resources ©2000s	Number of resources ©2010s

ACTION PLAN Continue to weed and/or purchase the collection in the following sections:

000	**100**
200	**300**
400	**500**
600	**700**
800	**900**
Reference	**Fiction/Story/Easy**
Professional	**Biographies**
E-books	**CDs/DVDs**

COLLECTION ANALYSIS BREAKDOWN

LIBRARY INFORMATION

CURRENT COLLECTION COPYRIGHT AGE _____   **CURRENT COLLECTION TOTAL ITEMS** _____

DEWEY AGE RANGES

3 years	5 years	10 years	15 years
● 003-007	● Professional Titles ● Reference ● 320-329 ● 361-369 ● 370-379 ● 380-389 ● 520-529 ● 570-579 ● 610-619 ● 910-919	● 000 ● 100 ● 200 ● 300 ● 400 ● 500 ● 600 ● 700 ● 800 ● 900	● Fiction ● Paperback ● Biographies ● Easy ● Story Collection ● Graphic Novels

ANALYSIS BREAKDOWN

Dewey Range	Current Age	Correct Age	Notes

TEACHER EVALUATION FORM

LIBRARY INFORMATION

CURRENT COLLECTION COPYRIGHT AGE _____   **CURRENT COLLECTION TOTAL ITEMS** _____

COLLECTION REVIEWER _____   **COLLECTION REVIEWED** _____

Please answer YES or NO to the questions in the table below for each collection listed. If any collection was not reviewed or is not applicable, please write N/A. Include any comments or explanation on the bottom and/or back of this form. Librarian should work with teachers, students, and administrators to help fill the gaps in the collection. This information should be included on the library monetary consideration.

Collections	Are materials up to date?	Are materials used by faculty?	Are materials used by students?	Are there gaps in subject coverage?	Are scholastic levels appropriate?
Non-fiction					
Reference					
Periodicals					
Non-print					
Fiction					
Professional					

REVIEW IS FOR _____ Annual Collection Evaluation   _____ Particular Curriculum Assignments

I HAVE REVIEWED THE LIBRARY'S HOLDINGS AND I...

____ find the collection current and satisfactory   ____ recommend the withdrawal of items   ____ recommend additional resources

Add list of items that should be either withdrawn or added to the library collection.