

# COLLECTION EVALUATION FORMS

Audit Rubric: Section 1 | PGS Rubric: Standards 2 - 3 | Guide: Section 4.4



OFFICE OF INSTRUCTIONAL  
MATERIALS & LIBRARY MEDIA

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.

# COLLECTION DEVELOPMENT PLAN

## LIBRARY INFORMATION

**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 than recommended.

CURRENT COLLECTION COPYRIGHT: _____	CURRENT COLLECTION TOTAL ITEMS: _____
000	100
200	300
400	500
600	700
800	900
Reference	Fiction/Story/Easy
Professional	Biographies
E-books	CDs/DVDs

## DISTRICT/SCHOOL COLLECTION DEVELOPMENT PLAN

**District/School Mission Statement:**

**School Library Mission Statement:**

GOALS	ACTION STEPS AND DATES	BUDGET NEEDS	PROFESSIONAL PRACTICES	CURRICULAR CONNECTIONS	COMPLETION DATE
1					
2					

\_\_\_\_\_  
 School Librarian Signature Date

\_\_\_\_\_  
 School Principal Signature Date

# TEACHER EVALUATION FORM

## LIBRARY INFORMATION

CURRENT COLLECTION 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.**