

Collection Development Trainer Guide

3 Contact Hours



Optional Training Activities

- Optional training activities are estimated to add 140 minutes to the original training time and include the minutes indicated for the original activity.

Learning Objectives

Participants in the Collection Development class will achieve seven objectives:

- Learn best practices for building and maintaining a library collection.
- Learn more about the options available for purchasing materials for the library.
- Understand the importance of cataloging for best user experience.
- Consider helpful practices to prepare items to circulate.
- Learn why it is important to maintain a library collection and discover tools to support the work.
- Understand how conducting an inventory can help maintain a library collection.
- Reflect on learning by sharing information with others.

In this course, participants will work through several lessons to learn about Collection Development, what it is, and how to integrate a collection development policy into the daily management of the library. Below is a description of each lesson and the amount of time it should take for participants to complete each one.

Getting Started

Pretest

- **Lesson Content**
Take a quiz to find out what you know or need to know about Collection Development. (5 minutes)

Welcome to the Collection Development Class

- **Lesson Content**
Review the course objectives and the course overview. (5 minutes)

Using Open Space Groups

- **Lesson Content**

Join the INFOhio School Library Basics group in Open Space. In this group, discuss and reflect on the integration of technology with like-minded educators. (5 minutes)

Optional Training Activity

- Create a "Parking Lot" for questions that arise throughout the training, either with chart paper or in a shared digital document like Google Docs, Jamboard, or Padlet. (10 minutes)

Choosing the Best Books for Your School

The Collection Development Policy

- **Lesson Content**

Learn what a collection development policy is and how to create, develop, and maintain a policy for your library. (15 minutes)

Optional Training Activities

- Using the linked resources from this class, split into small groups and assign each group a link. Each group should note any policy procedures that are helpful and beneficial to incorporate into their own Collection Development policy. Groups should share their findings. (30 minutes)
- Using a Google Doc, Jamboard, or Padlet, split participants into groups and ask them to come up with a draft of each of the bullet points found in Question #1 of the reflection for this lesson. Participants can use the links found within the lesson for ideas or their own collection development policy. Upon completion, participants can review and share their collection development policy. (30 minutes)
- Answer the discussion questions from the lesson in the [INFOhio School Library Basics](#) Open Space group. Find the *Collection Development Policy* post in the Discussions tab. (5 minutes)

Curriculum 101

- **Lesson Content**

Learn more about Ohio's Learning Standards and Library Guidelines. (15 minutes)

Optional Training Activity

- Split participants into two groups. Assign one group learning standards for a specific grade and ask them to pick out any standards that are library and reading skills focused (drawing inferences, research, theme, character, setting, point of view, etc.). Have the other group look at the Library Guidelines for the same grade level. Have the two groups meet and share their findings. Discuss how the standards and guidelines align and how the library collection can help to meet and exceed these standards. (30 minutes)
- Answer the discussion questions from the lesson in the [INFOhio School Library Basics](#) Open Space group. Find the *Curriculum Connection* post in the Discussions tab. (5 minutes)

Using Reviews to Choose Books

• Lesson Content

Learn more about how to use reading and review lists to help you choose materials for your library. (10 minutes)

Optional Training Activity

- Allow participants time to explore the resources linked within this lesson. Discuss other resources they currently use and find helpful on this topic. (10 minutes)
- Answer the discussion questions from the lesson in the [INFOhio School Library Basics](#) Open Space group. Find the *Reviews* post in the Discussions tab. (5 minutes)

Buying Books

Budgets 101

• Lesson Content

Learn more about how to advocate for the library budget. (10 minutes)

Optional Training Activity

- Using a Google Doc, Jamboard, or Padlet, allow participants to list the ways they have stretched their budget, advocated for their budget, hosted a book fair, applied for a grant, and/or reached out to a community organization that resulted in extra budget funds. Allow time to share experiences and ideas. (15 minutes)

Using Vendors for Purchasing

• Lesson Content

Learn more about vendors you can use to purchase materials for the library. (10 minutes)

Optional Training Activity

- Prior to the training, locate vendor specification sheets from a few vendors to share and go over together, pointing out customization options and where they might need to contact their ITC's Library Support Staff for help. (20 minutes)

Grant Opportunities

• Lesson Content

Learn more about grant opportunities available to school libraries. (10 minutes)

Optional Training Activities

- Create a shared doc that can be used to list any Collection Development grants throughout the year. (5 minutes)
- Have participants sign up for a free account at OhioNet so they can watch the grant webinar. (10 minutes)
- Answer the discussion questions from the lesson in the [INFOhio School Library Basics](#) Open Space group. Find the *Grants* post in the Discussions tab. (5 minutes)

Using Reports to Support Book Purchasing

• Lesson Content

Learn more about the reports in your library services platform that can help support your book purchasing needs. (10 minutes)

Optional Training Activities

- If you are an ITC Provider, invite participants to a future reports training where further details will be provided on how to run the report mentioned in the lesson. (time included in lesson)
- Run a collection development analysis live or review a previously run report. Discuss the report findings and how it can be used to help maintain and grow the library collection. (20 minutes)
- Answer the discussion questions from the lesson in the [INFOhio School Library Basics](#) Open Space group. Find the *Reports* post in the Discussions tab. (5 minutes)

Cataloging Books and Prepping for Circulation

Vendor Services

• Lesson Content

Learn more about the available services vendors can provide for cataloging.
(10 minutes)

Optional Training Activity

- Assign small groups a vendor and ask them to find out everything they can about their pricing and the features they provide for the service. Compare and contrast. (20 minutes)

Cataloging Library Materials

• Lesson Content

Learn more about the options to catalog library materials. (10 minutes)

Optional Training Activity

- Invite participants to a future cataloging training to help them better understand how to catalog with their library services platform. (time included in lesson)

Maintaining the Library Collection

Library Displays

• Lesson Content

Learn how to incorporate library displays into your library space. (10 minutes)

Optional Training Activity

- In small groups, brainstorm ideas for future library displays. Share ideas with the larger group. (10 minutes)
- Answer the discussion questions from the lesson in the [INFOhio School Library Basics](#) Open Space group. Find the *Library Displays* post in the Discussions tab. (5 minutes)

Weeding the Collection

• Lesson Content

Learn weeding tips using the CREW method. (15 minutes)

Optional Training Activities

- Break into small groups and assign one of the articles from the Additional Resources to Check Out in this lesson. Have groups summarize what they learned and share with the larger group. (20 minutes)
- Demonstrate using a Shelf List and Deselect for weeding purposes. (10 minutes)
- Invite participants to a scheduled inventory training. (time included in lesson)

Library Book Maintenance and Supplies

- **Lesson Content**

Learn about options for purchasing supplies and repairing library items.
(10 minutes)

Optional Training Activity

- In small groups, create a short lesson that could be used to help teach students how to respect library materials to prevent damage. Post lesson ideas or materials to a digital document that can be referenced at another time. (30 minutes)

Inventory

- **Lesson Content**

Learn more about inventory and how it helps your library to run more efficiently.
(10 minutes)

Optional Training Activities

- If you are an ITC Provider, invite participants to a scheduled inventory training. (time included in lesson)
- Allow participants to discuss their experiences with inventorying a library. Are there any tips or tricks that have been especially helpful? Encourage discussion and conversation.

Checking Your Learning

Self-Assessments

- **Lesson Content**

Answer questions to reflect on what you learned. (10 minutes)

Optional Training Activity

- Review any "Parking Lot" questions that were submitted throughout the training. (10 minutes)
- Answer the discussion questions from the lesson in the [INFOhio School Library Basics](#) Open Space group. Find the *Reflecting on Collection Development Learning* post in the Discussions tab. (5 minutes)

Contact Hours Quiz and Certificate

- **Lesson Content**

Take a quiz to earn a certificate for three (3) contact hours. (5 minutes)