

COLLECTIONS

Overview

A public library assembles, organizes, presents, and makes easily and readily available a variety of print, non-print, and electronic materials and information. Collections need to be current, representative of all perspectives, and dynamic. Efforts should be made to effectively present or “merchandise” the collection.

The collection must be continually updated to meet the changing needs and interests of the community. Materials are selected in anticipation of, as well as in response to, requests from library users. Library maintains a current collection of core reference materials. Decisions should also be based on budget and turnover. Community members should have a means by which they can participate in the selection of materials. Policies and procedures to effectively manage the collection shall be in place and shall reflect the strategic plan and community needs.

Participation in regional and/or statewide resource sharing is encouraged. Libraries should be a member of the Colorado Library Consortium (CLiC) in order to participate in courier service.

The quality of a library's collection is measured by a variety of factors indicating use, currency and appropriateness to community. Three sets of tables are provided below; the data provides information on what other libraries in Colorado as well as nationally (1) spend on materials per capita (2) circulation per capita (3) collection turnover.

The data from the tables will assist you in determining the quantity of materials held per capita; however, it is also important to think in terms of “quality” vs. “quantity” when making decisions about the collection. These tables are meant to be descriptive, not prescriptive.

Materials Expenditure per Capita (Colorado) 2008				
Population	(25%ile)	(50%ile)	(75%ile)	(95%ile)
100,000 +	\$3.57	\$5.82	\$7.60	\$11.26
25,000-99,999	\$3.73	\$4.57	\$7.25	\$10.38
10,000-24,999	\$2.43	\$3.07	\$4.63	\$7.79
5,000-9,999	\$3.24	\$4.34	\$5.29	\$14.53
2,500-4,999	\$1.74	\$3.70	\$7.10	\$11.86
1,000-2,499	\$4.19	\$5.45	\$11.39	\$29.44
Under 1,000	\$3.21	\$5.39	\$10.36	\$20.65
Resorts	\$4.87	\$11.24	\$20.84	\$38.42
Statewide	\$3.35	\$4.66	\$7.33	\$18.84

Materials Expenditure per Capita (National) 2007				
Population	(25%ile)	(50%ile)	(75%ile)	(95%ile)
500,000+	\$3.25	\$4.79	\$7.31	\$9.60
100,000 - 499,999	\$2.17	\$3.35	\$5.22	\$9.72
50,000 - 99,999	\$2.01	\$3.30	\$5.31	\$10.86
25,000 - 49,999	\$2.12	\$3.73	\$6.07	\$12.28
10,000 - 24,999	\$2.03	\$3.61	\$5.87	\$12.37
5,000 - 9,999	\$1.93	\$3.55	\$6.03	\$13.05
2,500 - 4,999	\$2.11	\$3.76	\$6.06	\$11.11
1,000 - 2,499	\$2.41	\$4.15	\$6.38	\$12.67
Under 1,000	\$2.82	\$4.94	\$9.21	\$24.59

A Guide to Materials Expenditures per Capita

To determine Materials Expenditures per Capita:

Formula: Dollar amount spent on materials ÷ LSAP = Expenditures per Capita

Example: A library serves a population of 60,000 and spends \$210,000 on materials:
 Materials Expenditures per Capita = $\$210,000 \div 60,000 = \3.50

Circulation per Capita (Colorado) 2008				
Population	(25%ile)	(50%ile)	(75%ile)	(95%ile)
100,000 +	6.91	12.78	15.88	26.16
25,000-99,999	5.87	9.58	12.17	14.44
10,000-24,999	5.27	6.24	10.13	23.44
5,000-9,999	4.7	6.48	11.53	18.75
2,500-4,999	1.9	6.83	8.15	12.88
1,000-2,499	6.45	10.15	15.96	28.7
Under 1,000	3.14	5.9	14.6	73.67
Resorts	6.44	14.08	16.37	35.14
Statewide	5.26	8.18	12.85	22.32

Circulation per Capita (National) 2007				
Population	(25%ile)	(50%ile)	(75%ile)	(95%ile)
500,000+	4.22	7.03	10.55	18.26
100,000 - 499,999	3.57	5.75	8.75	16.94
50,000 - 99,999	3.14	5.36	9.63	20.18
25,000 - 49,999	3.46	6.55	10.36	18.73
10,000 - 24,999	3.94	6.56	10.50	18.46
5,000 - 9,999	3.83	6.74	10.36	20.25
2,500 - 4,999	3.55	6.34	10.20	20.27
1,000 - 2,499	4.05	6.92	11.33	21.66
Under 1,000	4.30	6.97	12.60	30.09

A Guide to Circulation per Capita

To determine Circulation per Capita:

Formula: Annual circulation \div LSAP = Circulation per Capita

Example: A library's LSAP is 6,000 and annual circulation is 42,000: Circulation per capita
 $= 42,000 \div 6,000 = 7$.

Turnover Rate (Colorado) 2008				
Population	(25%ile)	(50%ile)	(75%ile)	(95%ile)
100,000 +	3.04	4.51	6.92	10.33
25,000-99,999	2.4	2.85	3.42	4.27
10,000-24,999	1.23	2.27	2.58	5.52
5,000-9,999	1.16	1.97	2.45	3.51
2,500-4,999	0.75	1.18	1.65	2.58
1,000-2,499	0.7	0.95	1.15	2.81
Under 1,000	0.24	0.68	1.08	2.36
Resorts	1.67	2.49	2.71	3.56
Statewide	0.96	1.94	2.68	5.76

Turnover Rate (National) 2007				
Population	(25%ile)	(50%ile)	(75%ile)	(95%ile)
500,000+	1.96	3.09	4.80	7.59
100,000 - 499,999	1.79	2.65	3.60	5.31
50,000 - 99,999	1.43	2.19	3.24	5.15
25,000 - 49,999	1.40	2.11	2.98	4.64
10,000 - 24,999	1.24	1.81	2.52	4.02
5,000 - 9,999	0.98	1.42	2.02	3.08
2,500 - 4,999	0.70	1.08	1.56	2.57
1,000 - 2,499	0.49	0.79	1.19	2.01
Under 1,000	0.26	0.45	0.72	1.34

A Guide to Turnover Rate

To determine the Turnover Rate:

Formula: $\text{Item holdings} \div \text{Annual Circulation} = \text{Turnover Rate}$

Example: A library with 90,000 LSAP holds 500,000 items (books, videos, audio, etc.), and annual circulation is 1,500,000: $\text{Turnover Rate} = 1,500,000 \div 500,000 = 3$.

Collections Checklist

- ☐ **1. Adopt a Collection Management Plan. The plan includes policies and procedures for:**
 - ☐ Selection and de-selection
 - ☐ Conservation/preservation
 - ☐ Procedures for handling requests for reconsideration materials
 - ☐ Procedures for handling gifts and donations; and
 - ☐ Procedures for non-circulating items
- ☐ **2. Review the collection management plan within each three-year period.**
- ☐ **3. The collection reflects the ethnic and cultural diversity of the community.**
- ☐ **4. The library collection contains materials and access to information representing a wide variety of viewpoints.**
- ☐ **5. Funds are allocated for purchasing materials and are expended based on the Collection Management Plan and other plans directing library activities. To measure this, determine materials expenditures per capita. (See tables in overview)**
- ☐ **6. Provide online databases as appropriate to meet the needs of its community.**
- ☐ **7. Maintain a collection of media in various current formats, including physical and downloadable materials, as well as other non-print materials.**
- ☐ **8. Provide materials in formats appropriate to the needs of its special population groups.**
- ☐ **9. Maintain an appropriate collection size based on its legal service area (LSA) population.**
- ☐ **10. Library's collection is up-to-date.**
- ☐ **11. Regularly evaluate the items in the collection for retention, replacement, or withdrawal according to the library's collection management plan.**
- ☐ **12. Track annual circulation statistics per capita and turnover rates. (See tables above.)**
- ☐ **13. Place orders at regular intervals throughout the year to ensure a steady flow of new materials for the public.**
- ☐ **14. Catalog, organize, and display collection in order to facilitate browsing.**

- ☐ **15. Library records comply with MARC (Machine Readable Catalog) format, and AACR (Anglo-American Cataloging Rules, 2nd edition) standards to facilitate resource sharing.**
- ☐ **16. All users have access to all materials, unless restricted by law or library policy.**
- ☐ **17. Provide access to federal, state, and local government documents that are appropriate to its community.**