

# UP NORTH DIGITAL CONSORTIUM COLLECTION DEVELOPMENT GUIDELINES

The Up North Digital Library collection shall reflect the diversity of its contributing communities.

Primary collection development responsibilities are shared by volunteer selectors from participant libraries who serve on a Collection Development committee. The six collection development teams include: Adult Fiction, Adult Nonfiction, Children's, Teen, Local Collections, and Holds Management. Collection Development team representatives will be asked to make a two year commitment. A consortium participant interested in participating on a collection development team, should notify their respective cooperative director.

## MATERIAL SELECTION

Material selection is intended to respond to the recreational reading and lifelong learning needs of our library communities. The shared collection primarily emphasizes:

- Popular materials, including fiction and non-fiction in all formats and for all ages.
- Lifelong Learning – including current and historical non-fiction in a variety of formats for all ages.

## GENERAL CRITERIA

The Selection Committee with order regularly, distributing spending through the year considering:

- Popular interest or demand
- Relation to existing collection and other material on a certain subject
- Published reviews
- Patron requests
- Currency of original publication (not date of digitization)
- Suitability of materials for meeting the needs of the patrons
- Unabridged editions are preferred
- Budget constraints

## PERCENTAGES

Percentages are determined annually based on previous years' circulation. Each Collection Development Team will receive the following content credit percentage credited to their OverDrive Accounts on January 1<sup>st</sup> of each year. For the initial year, percentages are as follows:

- Adult Fiction - 41%
- Adult Non-Fiction - 12%
- Children's – 10.5%
- Teen – 10.5%
- Local Collections - 1%
- Holds Management – 25%

## SELECTION TOOLS

- Standard review sources
- Lists – including bestsellers and award winners and nominees
- Titles in the news, including “books to movie” titles
- Sites to identify titles in series
- Overdrive reports and statistics: Turnover rate charts, Activity charges by subject, View title statistics, Current waiting lists

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The Adult Fiction, Adult Nonfiction, Children's, and Teen Collection Development Teams will strive to spend at least 35% of their money on eAudiobooks.

## PATRON REQUESTS

*All patron requests will be considered at individual libraries following their guidelines. Local patron requests shall be conveyed to the either the Adult Fiction, Adult Nonfiction, Children's, or Teen Collection Development Team contact. That team will either purchase the item **within three days** or send the request to the Local Collections Team. The Local Collections Team will then purchase the item. If funds are depleted too quickly, the Steering Committee will reconsider percentages.*

The Selection Committee will include a local purchase selector who will take recommendations from individual members and act on them in a timely manner. The Up North Digital Library is under no obligation to fill any request, but will attempt to fill as many requests as possible within budgetary constraints.

## REQUEST FOR RECONSIDERATION

The Up North Digital Library Consortium supports intellectual freedom and has adopted the following statements as policy: American Library Association's (ala.org) Freedom to Read and the Library Bill of Rights, and the American Film and Video Association's "Freedom to View" statement.

A patron questioning materials in the collection shall contact the Library Director of their home library, who shall give the patron a copy of this policy and review it with them. A library who still has questions regarding material in the Up North Digital Library may submit a complaint in writing to their library director, following their library procedures. The director will then present it to the Collection Development Committee for review. That Committee will make a recommendation to the Steering Committee, which shall make the final decision in regards to the title in question within one month of the receipt of the reconsideration form. Once a title has been reviewed, no further challenges to this title shall be considered.

## MARC RECORDS

Marc records are available at no cost from Overdrive. It will be the responsibility of each participating library to enter Marc records for content on the Up North Digital Library into their automated library system.

## MARKETPLACE RULES & GUIDELINES

Once a library has Affiliate status, that library may place a request to OverDrive to set up an Advantage account to purchase items from the individual library account, not the shared content credit. Libraries are encouraged to opt into the Advantage Plus program that allows use of Advantage titles by other members based on criteria set by your library.

## ACQUISITIONS PROCEDURES

- The responsibility for material selection of shared content rests with the Collection Development Committee. The committee will work electronically and respond to email in a timely fashion.

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- Committee members will have responsibility for a specific area of content and will spread purchases out over the year to ensure new material is always available.
- The Steering Committee shall recruit selectors to serve on the Collection Development Team.
- Preferred formats are MP3 for audio and epub for books.
- Preferred versions are unabridged.
- A 1:1 ratio is preferred on the titles purchased in audio and eBook formats. Additional copies of either format may be purchased as needed.

Weeding: The Collection Development Committee shall be responsible for weeding titles from the collection. These may include outdated non-fiction titles, as well as titles for which no licenses remain. The goal is to have no titles in the collection with zero copies available.

### **ALWAYS AVAILABLE/PUBLIC DOMAIN EBOOKS**

The OverDrive website includes Public Domain eBooks as a downloadable option for users. It is the responsibility of the Collection Development Committee to review these titles and make selections for the collection. Member libraries may make recommendations to the Committee at any time to add a public domain title to the collection.

### **SUPPORT/TROUBLESHOOTING/TRAINING**

1. Participating libraries are the first line of support for their patrons.
2. If the library staff cannot resolve an issue, they may contact OverDrive support or their cooperative director for additional assistance
3. OverDrive offers a variety of support options, which may be found by clicking on SUPPORT at the top of the page when logged into Marketplace. The support page is searchable and is the same information that is available on the patron side.
4. There are links to MANAGE (local) HOLDS, RETURN TITLES, and RESET DOWNLOADS. Any misuse of these processes may result in revocation of these privileges.
5. OverDrive also provides a variety of training resources on their website.