# CONTENTS

List of Figures xiPreface to the Second Edition xiiiAcknowledgments xvii

## 1 The Impact of New Technologies on Collection Development and Management 1

Overview 1 E-Books and Libraries 2 Self-Publishing and Libraries 3 The "Long Tail" 5 Web 2.0 and Social Networking 7 The Information Commons, Open Access Serials, and Open Source Software 8 Globalization 9 Discussion Questions 11 References and Selected Readings 11

## **2** Assessing User Needs and Marketing the Collection to Those Users 13

Overview 13 Who and What Will Be Studied? 14 Where Are Data Collected? 16 When Should the Data Be Collected? 17 How Are the Data Interpreted? 18 Tips for a Good Study 18 Marketing Your Collection 19 Summary 23 Activities 23 Discussion Questions 25 References 25 Selected Readings 26

#### **3** C

#### Collection Development Policies 29

Overview 29

Purpose of Collection Development Policies Basic Elements of a Collection Development Policy Activities Discussion Questions References Selected Readings

#### 4 9

## Selection Sources and Processes 49

Overview 49 Considerations in the Selection Process 49 Selection Criteria 53 Selection Teams 57 Selection Differences for Internet Resources 58 Tools for Acquiring and Selecting Materials 59 General-Review Sources Online 66 Other Selection Means 67 Open Access Movement 68 Summary 69 Activity 70 Discussion Questions 70 References 70 Selected Readings 71

### **5** Acquisitions 73

Overview 73 The Principal Goal of Library Acquisitions 73 The Nature of Library Resources 74 Methods of Acquiring Materials 76 Sources of Library Materials 77 Out-of-Print Purchasing 83 Gifts and Exchanges 84 A Word on Formats 88 Summary 89 Discussion Questions 89 References 90 Selected Readings 90 6

**Budgeting and Fiscal Management** 93

Overview 93 Accountability 94 Fiscal Year 95 Types of Budgets 95 Budget Scenarios 96 Setting Budget Priorities 97 Gathering Information for a Library Materials Budget Request 98 Consortium Purchases 100 Bookkeeping Terminology 101 100 Activity 102 References 103 Selected Readings 103

## 7 Assessment and Evaluation of the Collection, Including Deselection (Weeding) 105

Overview 105 Evaluating or Assessing the Collection 106 Deselection or Weeding the Collection 111 Summary 117 Discussion Questions 117 Activity 118 References 118 Selected Readings 119

# 8

## Cooperative Collection Development and Resource-Sharing 121

Overview 121 Library Consortia 121 Cooperative Collection Development Defined 122 Benefits and Challenges of Cooperative Collection Development 123 Consortial and Access Relationships 124 Interlibrary Loan 125 Summary 125 Case Study 126 Discussion Questions 126 References 126 Selected Readings 127 9

#### Legal Issues in Collection Development 129

Overview 129 Copyright and Licensing 130 Digital Rights Management 141 Donations: Legal and Tax Issues 147 Diversity Issues 150 Americans with Disabilities Act Issues 151 Activities 154 Discussion Questions 155 References 155 Selected Readings 155

#### 10

#### Professional Ethics and Intellectual Freedom 159

Overview 159 Professional Ethics 159 Intellectual Freedom and Censorship 163 Self-Censorship 167 Summary 170 Discussion Questions 171 Activity 171 References 171 Selected Readings 172

## **11** Preservation 173

Overview 173 Preservation of Books and Other Physical Objects 174 Preservation Microfilming 176 Disaster Plans 176 Preservation of Digital Objects 177 Is Digitized Information Preserved (or Preservable)? 179 Who Should Archive an Electronic Resource? 181 Who Should Be Concerned with Preservation Issues? 182 Summary 184 Activity 184 Discussion Questions 185 References 185 Selected Readings 186

## **12** The Future of Collection Development and Management 187

Overview 187 Views on the Future of Collection Development 188 By Type of Library 190 Summary 191 Discussion Questions 191 References 192 Selected Readings 192

**BIBLIOGRAPHY** 195

APPENDIX List of Library Vendors: Publishers, Wholesalers, and Vendors 223

INDEX 245