



Library Collection Management

*Workshop Agenda
Spring 2006*

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Instructor
An Infopeople Workshop

Types of Materials and Community Needs Assessment

- ◆ Why conduct a community needs assessment?
- ◆ What type of information is collected for the study?
- ◆ How do you collect the information for the needs assessment?
Exercise #1 Community Needs Assessment

Budgeting, Evaluating, and Selecting Materials

- ◆ Budget considerations and gift guidelines
- ◆ Evaluating gift materials
- ◆ How to be a good selector and what criteria to use for selection
Exercise #2 Evaluating and Selecting

Collection Assessment and Maintenance

- ◆ How collections are measured
- ◆ Why weeding is important and why it doesn't get done
- ◆ Why use replacement lists or change formats
Exercise #3 Weeding Collections

Intellectual Freedom

- ◆ Types of censorship and defending challenges
Exercise #4 Challenged Materials

Future Trends

- ◆ Outsourcing selection and floating collections
- ◆ GIS, RFID and WorldCat in the information age
Exercise #5 Ideas to take back to your library

Summary and Evaluation

There will be two 15-minute breaks and an hour for lunch.