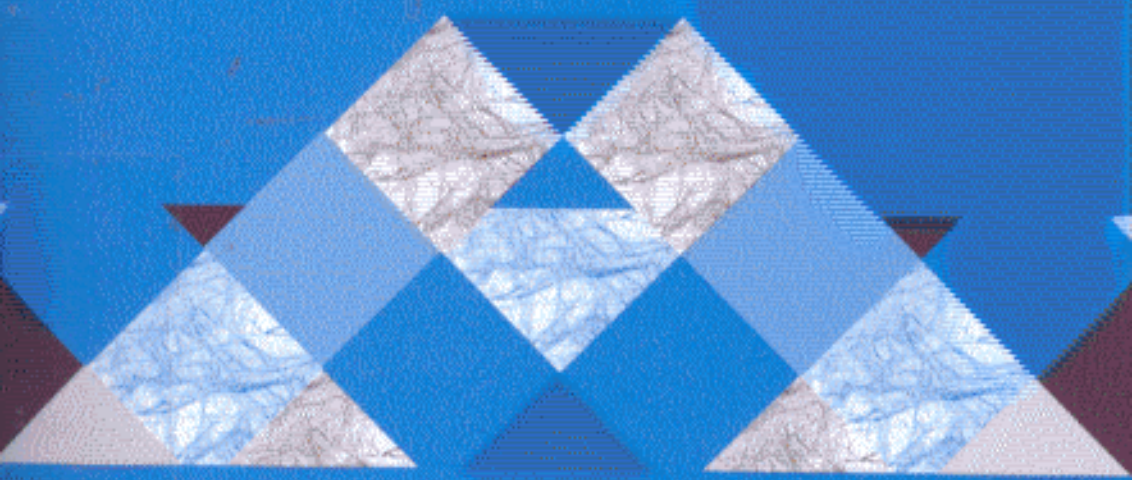


Developing Library and Information Center Collections

Fourth Edition



G. Edward Evans

with the assistance of Margaret R. Zarnosky

Contents

List of Illustrations	xvii
Preface to the First Edition	xix
Preface to the Second Edition	xxi
Preface to the Third Edition	xxiii
Preface to the Fourth Edition	xxv
 1—INFORMATION AGE—INFORMATION SOCIETY	 1
Nature of Information	4
Concepts and Terms	7
Collection Development and the Community	20
Collection Development and Institutional Environments	21
Summary	25
Notes	26
Further Reading	27
General	27
Academic	28
Public	28
School	29
Special	29
 2—INFORMATION NEEDS ASSESSMENT	 31
Conceptual Background	33
Practical Aspects	36
Elements of the Study	41
Who Will Do the Study?	41
What Will Be Studied?	43
How and Where Is Data Collected?	50
Key Informant	50
Community Forum	51
Social Indicators	51
Field Surveys	53
How Is Data to Be Interpreted?	55
Community Participation	58
Type of Library	60
Public Libraries	60
Academic Libraries	60

2—INFORMATION NEEDS ASSESSMENT *(continued)*

Special Libraries/Information Centers	61
Summary	63
Notes	63
Further Reading	64
General	64
Academic.	65
Public	66
School	67
Special	67

3—COLLECTION DEVELOPMENT POLICIES 69

What Are Collection Development Policies?	70
Why Have a Collection Development Policy?	70
Arguments Against Writing a Collection Development Policy	71
Uses of a Collection Development Policy	72
Elements of a Collection Development Policy	73
Element One: Overview	74
Element Two: Details of Subject Areas and Formats Collected	76
Who Shall Select?	80
How Shall They Select?	80
Element Three: Miscellaneous Issues	82
Gifts.	82
Deselection and Discards	82
Evaluation	83
Complaints and Censorship?	83
Electronic Resources	84
Getting the Policy Approved	86
Summary	86
Notes	87
Further Reading	87
General	87
Academic.	88
Public	89
School	89
Special	89

4—SELECTION PROCESS IN PRACTICE 91

What Happens in Selection	91
Variations in Selection	95
Academic Libraries	95
Community or Junior Colleges	95
College Libraries	96
University Libraries	97

Public Libraries	99
School Library Media Centers	101
Special Libraries and Information Centers	103
Selection Aids	106
Current Sources for In-Print Books	108
Catalogs, Flyers, and Announcements	110
Current Review Sources	111
National Bibliographies	115
Online Databases	117
Best Books, Recommended Lists, and Core Collections	117
Subject Bibliographies	118
Using Citation Information for Selection	118
Summary	121
Notes	122
Further Reading	123
General	123
Academic	124
Public	124
School	125
Special	125
5—PRODUCERS OF INFORMATION MATERIALS	127
What Is Publishing?	128
How Publishing Works	130
Types of Publishers	133
Functions of Publishing	139
Producers of Audiovisual Materials	144
Producers' Problems and Collection Development	148
Notes	149
Further Reading	150
General	150
Academic	151
Public	152
School	152
Special	153
6—PRINT-BASED SERIALS	154
What Is a Serial?	155
Institutional Reports	156
Yearbooks and Proceedings	157
Superseding Serials	157
Newspapers	158
Newsletters	159
Magazines	159
Journals	160
Selection of Serials	161
Selection Models	165
Identifying Serials	168
Serial Vendors	169

6—PRINT-BASED SERIALS *(continued)*

Cooperation in Serials Work	172
Issues and Concerns	172
Summary	175
Notes	175
Further Reading	176
General	176
Academic	177
Public	178
School	178
Special	178

7—ELECTRONIC SERIALS 180

Digital or Paper?	180
Selecting E-Serials	184
Handling E-Serials	195
Document Delivery	197
Pricing	199
Summary	200
Notes	201
Selected Websites	202
Further Reading	203
General	203

8—OTHER ELECTRONIC MATERIALS 207

Background and Needs Assessment	208
Issues in Electronic Collection Building	211
Types of Electronic Materials	212
Full Text	212
Music	214
Numeric Databases	214
"Traditional" Reference Materials	215
Software	216
Selection Issues	216
Content	216
Access	222
Support	222
Cost	224
Other Issues	227
Collection Development and the Web	231
Summary	233
Notes	233
Further Reading	234
General	234
Academic	235
Public	236
School	236
Special	237

9—GOVERNMENT INFORMATION	238
Background	240
Philosophy of Library Government Information Service	242
Types of Documents	247
U.S. Federal Documents	247
State and Local Governments	252
Local Government Publications	254
International Documents	255
Public Access and the Federal Depository Library Program	257
Bibliographic Control	264
Acquisitions	265
Retrospective Collections	265
The GPO and Sale of Government Publications	266
Other Sources of Federal Documents	267
Summary	267
Notes	267
Further Reading	269
General	269
Academic	270
Public	270
School	271
Special	271
 10—AUDIOVISUAL MATERIALS	 272
Why Audiovisual Collections?	273
Issues in Media Service	275
Media Formats	276
General Evaluation Criteria	277
Programming Factors	278
Content Factors	279
Technical Factors	280
Format Factors	281
Additional Considerations	281
Microforms	281
Moving Pictures (Film and Video)	285
Films	286
Video Recordings	287
Still Pictures (Filmstrips, Slides, Photographs, and Other Graphic Material)	291
Slides	292
Transparencies	293
Flat Pictures	294
Maps	295
Audio Recordings: Discs and Tapes	296
Other Media	301
Printed Music	301
Models, Realia, and Dioramas	301
Games	302
Games and Realia	302

10—AUDIOVISUAL MATERIALS (continued)

Previewing	304
Additional Selection Aids	305
Ordering Media	306
Summary	307
Notes	308
Further Reading	309
General	309
Academic	310
Public	310
School	311
Special	311

11—ACQUISITIONS 313

Changing Environment of Acquisitions Work	313
Staffing	316
Acquisitions Processing	319
Request Processing	321
Preorder Work	321
Ordering	323
Gifts and Deposits	326
Order Placement and Receiving	328
Serials Processing	329
Future Developments	330
Summary	330
Notes	330
Selected Websites and Discussion Lists	331
Further Reading	332
General	332
Academic	333
Public	334
School	334
Special	335

12—DISTRIBUTORS AND VENDORS 336

Jobbers and Wholesalers	336
What Can Jobbers Do?	338
Vendor-Added Services	341
What Should Jobbers and Librarians Expect from Each Other?	343
What Do Libraries Expect from Jobbers?	346
What Do Jobbers Expect from Libraries?	346
Vendor Evaluation	347
Retail Outlets	353
How Do New Bookstores Operate?	353
Out-of-Print, Antiquarian, and Rare Book Dealers	358
Other Media Retail Outlets	371
Summary	371

Notes	372
Selected Websites	372
Further Reading	373
General	373
Academic	375
Public	375
School	375
Special	376
13—FISCAL MANAGEMENT	377
Problems in Fiscal Management	378
Library Fund Accounting	379
Estimating Costs	380
Allocation of Monies	394
Encumbering	398
Special Problems	400
Audits	400
Summary	401
Notes	401
Selected Sources for Library Materials Price Information	402
Further Reading	402
General	402
Academic	404
Public	404
School	405
Special	405
14—DESELECTION	406
What Is Deselection, or Weeding?	407
Deselection by Type of Library	408
Public Libraries	408
Special Libraries	409
Academic Libraries	410
School Media Centers	410
Reasons for Deselecting	411
Barriers to Deselection	413
Deselection Criteria	416
Criteria for Deselection for Storage	418
Records Retention	423
Summary	424
Notes	424
Further Reading	426
General	426
Academic	426
Public	427
School	427
Special	428

15—EVALUATION	429
Background	430
Internal Reasons	431
External Reasons	432
Collection-Centered	434
Use-Centered	434
Collection-Centered Methods	434
List Checking	434
Expert Opinion	437
Comparative Use Statistics	438
Collection Standards	442
Use-Centered Methods	443
Circulation Studies	443
Customer Perceptions	444
Use of Other Libraries (ILL Statistics)	444
Citation Studies	445
Electronic Resources	447
Summary	447
Notes	448
Further Reading	449
General	449
Academic	451
Public	451
School	452
Special	453
 16—COOPERATIVE COLLECTION DEVELOPMENT AND RESOURCE SHARING	 454
The Nature of Cooperative Systems	456
Models of Cooperative Activity	457
The Something-for-Nothing Syndrome	458
What Can Be Gained Through Cooperation?	460
Institutional Issues	463
Legal, Political, and Administrative Barriers	468
Technological Issues	470
Physical Issues	471
People Issues	472
Knowledge or Lack of Knowledge Issues	473
What to Avoid When Establishing a Resource-Sharing Program	475
Local and International Projects	480
Summary	483
Notes	483
Further Reading	484
General	484
Academic	485
Public	486
School	487
Special	487

17—PROTECTING THE COLLECTION	488
Conservation	489
Proper Handling	489
Environmental Control	490
Security	493
Preservation	498
Options for Handling Brittle Materials	499
Nonpaper Preservation Issues	503
Cooperation	506
Insurance	507
Summary	508
Notes	509
Selected Websites	510
Further Reading	510
Conservation	510
Disaster Preparedness	512
Environmental Control	512
Housekeeping	513
Insurance	513
Security	514
18—LEGAL ISSUES	515
IRS Regulations	515
Valuing Gifts	515
Publishers' Inventories	516
Copyright	517
Historical Background	520
International Copyright Conventions	522
Digital Millennium Copyright Act	523
Works Protected by Copyright	524
Exclusive Rights of Copyright Owners	524
Fair Use	525
Guidelines for Copying	526
Library Copying Authorized by Section 108	527
Possible Contractual Limitations on Section 108	527
Single Copy of Single Article or Small Excerpt	527
Copying for Interlibrary Loan	529
Coin-Operated Copying Machines	529
Library Copying Not Authorized by Section 108	530
Importation of Copies by Libraries	530
Infringement	530
DMCA and Technology Issues	531
Enforcement	532
Contractual Compliance	534
Licensing Agreements	534
Public Lending Right	537
Summary	538
Notes	539

18—LEGAL ISSUES (*continued*)

Selected Websites	540
Further Reading.	541
Copyright.	541
Licensing	542
Public Lending Right	542
Thor Inventory Decision	542

**19—CENSORSHIP, INTELLECTUAL FREEDOM, AND
COLLECTION DEVELOPMENT**

Causes of Censorship	546
Forms of Censorship	548
Examples of Censorship.	554
Journals	554
Books	554
Music and Recordings	556
Games	556
Film and Video.	557
Special Cases.	558
Librarians and Censorship	559
A Sampling of Problem Books	560
What to Do Before and After the Censor Arrives	560
Filtering	562
Bibliotherapy	565
Summary	566
Notes.	566
Further Reading.	568
General.	568
Academic	569
Public.	570
School.	571
Special	572
Bibliotherapy.	572
Epilogue: The Future of Collection Development	573
The Future Practice of Collection Development	574
Closing Thoughts	574
Notes	575
Further Reading	575
Index.	577