No More Big Weeds: Using a Collection Management Plan

Beth Hennes
Marshall Public Schools

goo.gl/B8VJwo
What does your collection consist of?

- Subcollections
- Quantities of titles
- Space on shelves
- Critical Areas (age & demand)
- Priorities (curriculum, equity)

*Tip: Use Follett/Mackin’s collection analysis tools. I also use the “Number” search in Destiny to search by call number prefix.
Dividing It Up

Your Rotation: How many years?

Critical Areas: What needs to go first?

Task Size: Look for balance

*Want to get started now? Consider a zero-year with a smaller focus.
<table>
<thead>
<tr>
<th>Year 0</th>
<th>Year 1</th>
<th>Year 2</th>
<th>Year 3</th>
<th>Year 4</th>
<th>Year 5</th>
</tr>
</thead>
<tbody>
<tr>
<td>300 Diverse DVDs</td>
<td>Realistic Mystery 500</td>
<td>Fantasy Sports 400</td>
<td>Historical Thriller 900</td>
<td>Sci-Fi Action 300</td>
<td>Relationships GN 000-100</td>
</tr>
<tr>
<td></td>
<td>600 Audiobook</td>
<td>700 Professional</td>
<td>Classics 700 Diverse</td>
<td>Action 200</td>
<td>800 DVD</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>College Prep</td>
<td>Spanish 800</td>
<td></td>
</tr>
</tbody>
</table>

**Example High School Rotation**

(with genre fiction)

*italics* = equity focus

*bold* = curricular focus
No More Big Weeds: Using a Collection Management Plan

Beth Hennes
Marshall Public Schools

goo.gl/B8VJjwo
Section weeding

First: Set a goal amount to weed

Basic: Work from reports so it gets done!

Next Level: Do a physical scan looking for gross/ugly books

*Tip: Use your helpers! Volunteers/assistants/students can pull books for you to inspect
Selecting to **rebuild**

Idea: Devote a set dollar-amount (or at least ONE order) toward the sections in your rotation

<table>
<thead>
<tr>
<th>Target</th>
<th>Approximate Percentage</th>
<th>Approximate Dollar Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>New Books/Requests</td>
<td>50 = (½ fiction, ½ nonfiction)</td>
<td>5000</td>
</tr>
<tr>
<td>E-books</td>
<td>20</td>
<td>2000</td>
</tr>
<tr>
<td>Audiobooks</td>
<td>5</td>
<td>500</td>
</tr>
<tr>
<td>Collection Builders</td>
<td>20</td>
<td>2000</td>
</tr>
<tr>
<td>Replacement for Lost/Damaged</td>
<td>5</td>
<td>500</td>
</tr>
</tbody>
</table>
Get going!

Make a copy of the template and design your own Collection Management Plan