

## **Nassau BOCES School Library System**

### **Coordinated Cooperative Collection Development Plan**

#### **I. Statement of Purpose**

The Coordinated Cooperative Collection Development is an effort to acquire and maintain collections of resources which can be shared among the Nassau BOCES school libraries in a cost effective manner.

#### **II. Scope**

All members of the Nassau BOCES School Library System are eligible and encouraged to participate. Funding will stem from the budgets of the participants and any additional supplemental funding received.

#### **III. Goal**

The anticipated goal of the Coordinated Cooperative Collection Development (CCCD) Policy is to strengthen the overall breadth and depth of the resources available for resource sharing between members' school district libraries.

#### **IV. School Library System Responsibilities**

- a. Working together the Director and Advisory Council will establish a CCCD Advisor Team to set the criteria and expectations for the Plan, including a timetable.
- b. The Advisor Team will provide an assessment tool for member district libraries to identify areas of strength in their collection. This tool will be available to all members to use according to the timetable established.
- c. The Advisor Team will establish a group of no more than five school librarians to evaluate the results as aligned to the state standards.
- d. The resulting list will be compiled and shared with the member district librarians at Liaison meetings and posted to the Web site.
- e. The updated MARC records will be entered into the Union Catalog at least once each school year. [The MARC record will include a select field to designate the item as part of the school's participation in the CCCD.]
- f. SLS will work with the school librarians to complete the assessment tool and enter the tag in the MARC record.

- g. SLS and members of the Advisor Team will contact the sites that do not respond and/or participate.
- h. SLS will investigate a CoSer to purchase additional titles for the CCCD allowing participating member district librarians to allocate funds for this purpose.

#### V. Participating School Responsibilities

- a. School librarians will evaluate the library collection using the designated collection analysis tool. A special subject area will be determined from the findings.
- b. The school librarian will create and maintain a bibliography of their collection for the special subject area.
- c. The school librarian will edit the MARC to designate the item is included in the CCCD Plan. This information will be shared with SLS at least once each school year to be uploaded to the Union Catalog.
- d. The school librarian is expected to respond to the interlibrary loan request for the items included in their special collection.
- e. Each site is expected to continually update the collection, keeping the bibliography and MARC record current with the changes and share this information with NBSLS for the Union Catalog.

#### VI. Implementation

- a. NBSLS Advisory Council will select members of the CCCD Advisor Team at the first meeting of the school year.
- b. The committee responsibilities include:
  - i. Establishing a time table for finding an analysis tool, disseminating and return date for the information to each site, directions for the survey, reviewing the findings, creating the list for sharing, training sessions for the MARC records, MARC record list to SLS office.
  - ii. Selecting a collection analysis tool to evaluate the school library collection and guide the selection of the special subject area for each school library participating in the CCCD Plan.
  - iii. Reviewing the data collected from the analysis of each collection and the special subject area selected. The collections should reflect

the New York State Standards and unique curriculum needs of students.

- iv. Reviewing the CoSer application before submission.
  - v. Meeting periodically, at least once a year, to update the list of special subject areas and participating sites.
- c. Determine the special subject areas.
  - d. Publicize the resources available through the CCCD Plan.

## VII. Periodic Evaluation

- a. By the CCCD Advisor Team
  - i. Of subject area specialization aligned to state standards; at least once every three years
  - ii. Participation in interlibrary loan
- b. Include question on the annual review of the system about the CCCD.
- c. At least once every five years review the CCCD Policies and Procedures.

*Approved by the NBSLS Advisory Council August 2009*

*Reviewed by NBSLS Advisory Council March 2016*