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TITLE PAGE

LNSS PILOTING MODULE No:8

TITLE OF MODULE: LIBRARY COLLECTION DEVELOPMENT POLICIES

COURSE MATERIALS: Presentations, Useful Links, List of Suggested Literature, Training Materials

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Library Network Support Services

MODULE DESCRIPTION

Type: Training

Semester: Winter, Spring

Target Audience: University, High School, and Vocational School Librarians from northern Moldova (3 times/year)

Teacher expertise:

Teachers: ELENA HARCONITA, ACULINA MIHALUTA, VALENTINA TOPALO

Language: Romanian/ English

Prerequisites: Teaching experience, familiarity with syllabus and course description, Module 8 : LIBRARYCOLLECTION DEVELOPMENT POLICIES

Restrictions: N/A

Supplementary regulations: N/A

Module Summary:The Library Collection Development Policies is designed for University, High Schools librarians and Vocational School.

It contains 7 topics:

1. Collection Development Terms and definitions
2. Collection Development Principles
3. Collection Development Policies
4. Collection Development Policy Stages
5. 21st Century Collections
6. Collection Development Policies Models
7. Evaluation and Impact



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Overall aim: To develop understanding about how to elaborate the Library Collection Development Policies, and to gain new skills to apply its current terms practically.

Learning outcomes:

- a) **Concept Definition / Principles and understanding of the Collection Development Policies elaboration stages and their importance**
- b) **Improved understanding the process of document acquisition and elimination in accordance with the university, school and vocational curricula**
- c) **Increased knowledge about applying new information and communication technologies in collection development**

MODULE STRUCTURE

ECTS credits: 1 credit

Study Hours: 30 Hrs (12 hrs. in-class meetings and 18 hrs. of independent work)

Taught Hours: 12

Day 1: 2 academic hours (90 minutes)

Day 2: 2 academic hours (90 minutes)

Day 3: 2 academic hours (90 minutes)

Day 4: 2 academic hours (90 minutes)

Day 5: 2 academic hours (90 minutes)

Day 6: 2 academic hours (90 minutes)

Day 7: 2 academic hours (90 minutes)

Units:

Unit 1: Collection Development Terms and definitions

Unit 2: Collection Development Principles

Unit 3: Collection Development Policies

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Unit 4: Collection Development Policy Stages			
Unit 5: 21st Century Collections			
Unit 6: Collection Development Policies Models			
Unit 7: Evaluation and impact			
Independent Hours: 18			
Total: 30			
Assessment scheme			
Types of assessment:	Units:	Weighting:	Learning Outcomes:
Pre- and post-test evaluations will be conducted to check the comprehension of the module	1-10	Not relevant	Overall understanding of the topic
Assignment 1. Group work : Collection Development Terms and Definitions	1-10	20%	Comprehension of the terms and definitions
Assignment 2: Group work Principles of Collections Development (Awareness day of the Library in Social Media), „ BIBLIOLOGIC YEAR 2016’, Symposium National Conference,	1-10	20%	Increased knowledge and practical application of the collection development principles

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group presentation)			
Assignment 3: Group work Collections Development Policies Collections Development Policy stages	1-10	20%	Understanding the role and importance of the Collections Development Policy, and its advantages and disadvantages Develop elaboration skills and knowledge about the Policy documentation stages
Assignment 4 Group work XXI Century collections Collection Development Policy models Active participation (group discussions)	1-10	20%	Identification of electronic media in collection development Evaluation of internet resources Understand the contents of different Collection Development Policies
Presence	1-10	20%	

Description of types of assessment

The course will focus on understanding Library Collection Development Policies terms and definitions, acquisition processes, Collection Development Policies for librarians, and instruments used in the XXI century. It will also form new skills and abilities for identifying, selecting, and working with informational resources. Lastly, the course will focus on the use of search engines, portals, directories, and social networks to find free online resources in different disciplines.



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Assignment 1: Presentation/Homework assignment (20%). Working in small groups (3 or 4), the participants will be able to use collection development terms and definitions.

Assignment 2: Presentation/Homework assignment (20%). Working in small groups (3 or 4), the participants will be able to apply the principles of collection development.

Assignment 3: Presentation/Homework assignment (20%). Working in small groups (3 or 4), the participants will be able to elaborate/form/create Collection Development Policies for their libraries.

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COURSE PLAN					
Actiity day	Lesson Topic	Lesson Activities	Estimated student work time in minutes/ hours	Lesson Outcome	Assessment forms
Day 1	Terms and Definitions	1. Teacher Presentation: The LNSS project, goals, objectives, and the role of the course within the project.	45 minutes	Understanding the project, the role of the course, and the CDP including its terms and definitions	Projector, Notebook, Presentations
		2. Module 8 Presentation: Library Collection Development Policies	25 minutes		
		3. Collection Development Policy Terms and Definitions	20 minutes		
		4. Discussion on the assigned Reading.			

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Day 2	Collections Development Principles	<p>Teacher Presentation: Collections Development Principles</p> <p>Discussion on the assigned reading.</p>	<p>45 minutes</p> <p>45 minutes</p>	Understanding the Collection Development Principles	Projector, Notebook, Presentations
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Day 4	Collections development policy stages	<p>Teacher Presentation: Web 2.0; Technology and Social Media in the selection process for acquisition in the library.</p> <p>Collection development policy stages Acquisition methodology</p> <p>Discussion on the assigned reading.</p>		Understanding the Collection Development stages and acquisition methodology	Projector, Notebook, Presentations
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Day 5	21st Century Collections	<p>Teacher Presentation:</p> <ul style="list-style-type: none"> • To make acquisition offers for electronic documents • The Form for Acquisition Proposals • Community participation in determining acquisition offers <p>Discussion on the assigned reading.</p>	<p>30 minutes</p> <p>15 minutes</p> <p>15 minutes</p> <p>15 minutes</p> <p>15 minutes</p>	<p>Familiarity with acquisition offers for electronic documents, the form for acquisition proposals, and how the community can participate in determining acquisition offers</p>	<p>Projector, Notebook, Presentations, Internet resources</p>
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Day 6	Collections Development Policies Models	Teacher Presentation: Collection Development Policies Models CDP presentations in diverse institutions Discussion on the assigned reading	45 minutes 30 minutes 15 minutes	Increased knowledge about different institutional CDP	Projector, Notebook, Presentations
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Day 7	Evaluation and Impact	<p>Group Discussion about the impact of the CDP, and how it can be evaluated</p> <p>Discussion on the assigned reading</p> <p>Final discussion</p>	<p>45 minutes</p> <p>45 minutes</p>	<p>Increased knowledge about how the CDP will have an impact, and how it can be evaluated</p>	
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TRAINERS GUIDE

Activity title	Activity description	Suggested materials
Day 1. Terms and Definitions	<p>Teacher Presentation:</p> <ol style="list-style-type: none"> 1. LNSS project, goals and objectives, the role of the course within the project. 2. Module 8 Presentation: Collection Development Policies 3. Terms and definitions 4. Document type/categorization 	<p>Presentations, Projector, flipcharts, markers, white board, internet resources, stick notes</p>

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<p>Day 2. Collections Development Principles</p>	<p>Teacher Presentation:</p> <ol style="list-style-type: none"> 1. The quality of library collections 2. Acquiring documents as a process of developing and updating the library's collection by their nature and requirements of users. 3. Deselecting documents 	<p>Projector, Notebook, Presentations</p>
<p>Day 3. Collections Development Policies</p>	<p>Teacher Presentation:</p> <ol style="list-style-type: none"> 1. Charter of collections 2. Collection development plan 3. Acquisition policy 4. Acquisition policy elements 	<p>Projector, Notebook, Presentations</p>
<p>Day 4. Collections Development Policies stages</p>	<p>Teacher Presentation:</p> <ol style="list-style-type: none"> 1. Documentation Policy stages 2. Acquisition methodology 	<p>Projector, Notebook, Presentations</p>
<p>Day 5. 21st Century Collections</p>	<p>Teacher Presentation:</p> <ol style="list-style-type: none"> 1. Applying new information and communication technologies in collection development 2. Online form for acquisition proposals 3. Using electronic questionnaires generated by www.surveymonkey.com <p>Group Work: Practical Activity</p>	<p>Projector, Notebook, Presentations, Internet resources, and the questionnaire website: www.surveymonkey.com</p>

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Day 6. Collections Development Policies Models	Teacher Presentation: 1.Collections Development Policies Models 2.Collections Development Polices in diverse institutions Group Work: Practical Activity	Projector, Notebook, Presentations
Day 7. Evaluation and impact	Teacher Presentation: Participants present a Collection Development Policy for their library. Final discussion	Projector, Notebook, Presentations

LIST OF SUGGESTED LITTERATURE

Bibliograpyhy

- 1.CALENGE , B. *Politicile de achiziție. Constituirea unei colecții într-o bibliotecă*,. București :Ed. Biblioteca Bucureștilor, 1999. 399p.
- 2.*Fundamentals of collection development and management*. Ed. by JOHNSON, Peggy. 3rd, rev. edition. [S.l.] : ALA. 2014, 568 p. ISBN 978-0-8389-1191-4
- 3.*Guidelines for a Collection Development Policy using the Conspectus Model* [on-line] [accesat 3.02.2017].Disponibil:
<http://www.ifla.org/publications/guidelines-for-a-collection-development-policy-using-the-conspectus-model?og=8708>
- 4.*Tratat de biblioteconomie*. Coord. M. REGNEALĂ. Buburești : Asoc. Bibliotecarilor din România, 2014. Vol.2, pt.1 : Managementul colecțiilor și serviciilor. 621 p.
- 5.ГРИХАНОВ, Ю. Новые тенденции в развитии библиотечных фондов. В: *Библиотечное дело - XXI век*. 2003, nr 2 (6), pp.130-152
- 6.ЕВСТИГНЕЕВА, Г. А. О критериях комплектования традиционного библиотечного фонда и фонда электронных публикаций в единой системе формировнаия библиотечно-информационного фонда библиотеки на примере ГПНТБ России. В: *Научно-технические библиотеки*. 2010, nr 10, pp. 23-29.