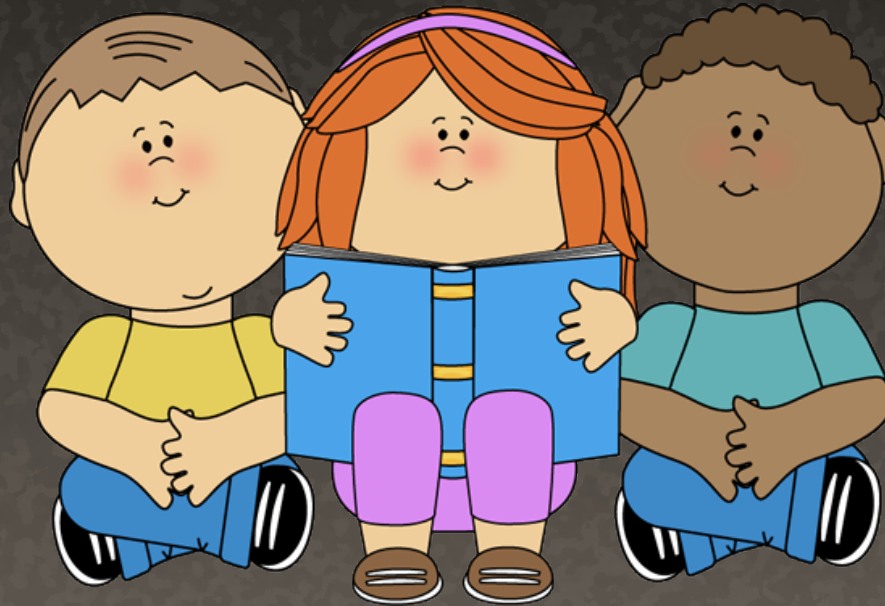


# Librarian Toolbox: Collection Development



**Peggy Wong**  
**Children's Librarian**  
**Piscataway Public Library**

# Agenda



To Buy  
or  
Not to Buy



Book  
Binding



World  
Languages



Sound  
Recordings

# To Buy or Not to Buy



To Buy  
or  
Not to Buy

Q: What do you do if someone asks you to buy a book and you're not sure what to do?

- Patrons
- Local Authors

If necessary, the Director can review decisions regarding a specific work, or refer materials in question to the Board.\*

# To Buy or Not to Buy



To Buy  
or  
Not to Buy

If a patron requests a purchase, review library's selection criteria\* and consider the following:

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- Significant needs of the library's patrons and community
- Literary or production quality of the work as a whole
- Informational, educational, or recreational value of subject matter
- Permanent or timely value of subject matter
- Authority and accuracy of matter presented
- Reputation and significance author's work
- Reputation of the publisher or producer
- Price
- Positive reviews
- Obtain through Interlibrary Loan (ILL)

# To Buy or Not to Buy



To Buy  
or  
Not to Buy

If a “local author” requests the library to purchase his or her book, review the library’s selection criteria\*:

- Library will acquire, catalog, and house works of local authors, which are brought to the library’s attention and meet the library’s selection criteria.\*

# Book Binding

Q: What type of binding should I select?

A: Depends on the type of print material



## Book Binding

**Picture (E) Books\*\***: (3 Excellent Reviews – No Negative Comments)

1<sup>st</sup> Choice: Library Binding

2<sup>nd</sup> Choice: Reinforced

**Easy Readers**: (At least 1 Good Review – No Bad Reviews)

1<sup>st</sup> Choice: Library Binding

2<sup>nd</sup> Choice: Reinforced

**Juvenile Fiction**: (At least 2 Good Reviews – High quality/interest)

1<sup>st</sup> Choice: Hardcover

2<sup>nd</sup> Choice: Paperback

**Juvenile Non-Fiction\*\***: (1 Positive Review to fill gap in collection.  
Do we need it and where? Will it circulate?)

1<sup>st</sup> Choice: Hardcover

2<sup>nd</sup> Choice: Paperback

**\*\*Coverups**: A plastic coating applied over front and back paperback covers. Paperbacks purchased with cover-ups are treated as hardcovers

# World Languages Collection



World  
Languages

World Languages are determined by [Language Diversity](#) figures obtained from the [New Jersey School Report Card](#).

Contact the school district's **World Language / ESL Department** for language diversity statistics.

## Language Diversity

First language spoken at home in order of frequency.

Language	Percent
English	72.1%
Gujarati	8.7%
Spanish	7.9%
Tagalog	1.8%
Vietnamese	1.3%
Chinese	1.0%
Turkish	1.0%
Other	6.2%

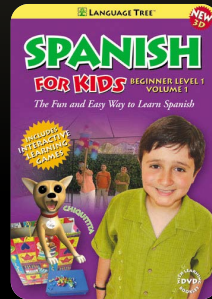
# World Languages Collection



World  
Languages

## Collection Development

- Journal reviews
- Catalogs
- Websites
- Other libraries
- Weeding
- Surveys





# World Languages Collection

## PRINT and NON-PRINT MATERIALS



World  
Languages

Materials are selected from online websites, catalogs, Baker & Taylor and various vendors:

- [Multicultural Books and Video](#)
- [Culture for Kids](#)
- [Asia for Kids](#)
- [India Club](#)
- [China Sprout](#)
- [International Digital Children's Library \(IDCL\)](#)
  
- [Baker & Taylor](#) (try keyword search with filters):
  - Library Subjects (keywords): **juvenile** and **bilingual**
  - Library Subjects (keywords): Spanish or Chinese or Arabic
  - Publication (Physical) Format; Publication Date; Audience

# Baker & Taylor

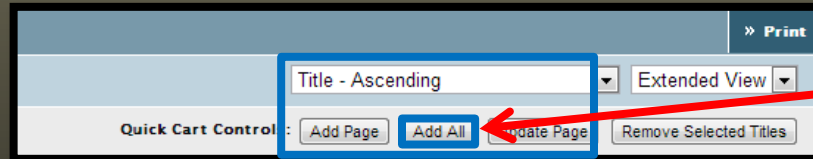
Use the **Advanced Search** option to **search with filters** to quickly add items to carts from **Review Journal**



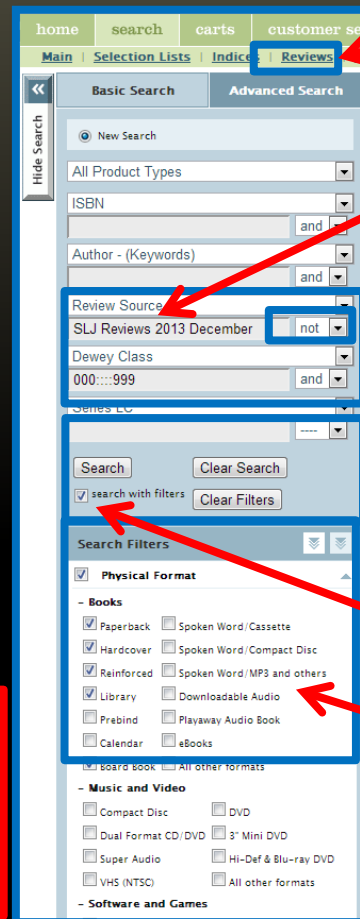
Many thanks to [Susanna Chan](#) for providing these helpful search tips in Baker & Taylor

#6) Sort cart by "Title-Ascending" order to sort and view duplicates available in other formats

Cart Order - Ascending



#7) Click "Add All" to add all retrieved items to designated cart.

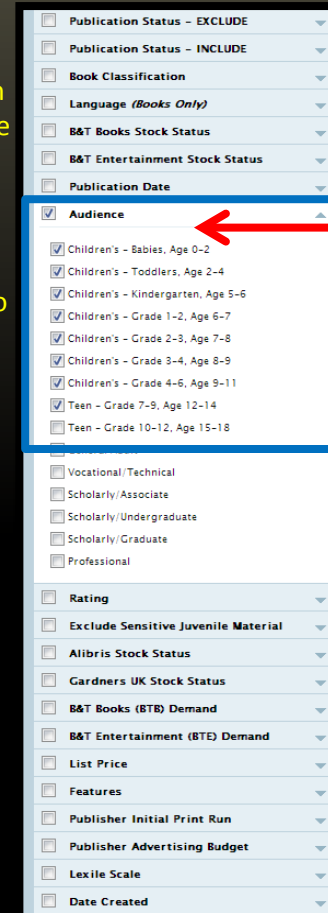


#1) Click on **Reviews**. Copy and paste the review journal issue in search box and change the drop down option to "Review Source".

#2) For FICTION titles only--change "and" to "not". Change the drop down option to "Dewey Class" and enter "000:::999" in the search box (note the 4 colons between the set of numbers).

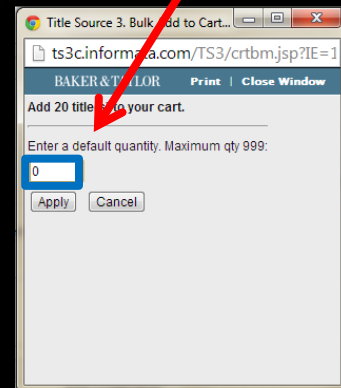
#3) Check  box for "search with filters"

#4) Under "Search Filters", check boxes for desired physical format



#5) Check the boxes for desired Audience; click Search button when you are ready to begin search.

#8) Change default quantity to "0"



# Sound Recordings

## NON-PRINT MATERIALS & VENDORS



### Sound Recordings

- CD Readalongs
- Musical Activities
- Audiobooks
- Playaways
- CD-ROMs
- Music CDs
- DVDs

[Midwest Tapes](#)

[The AV Cafe](#)

[Listening Library](#)

[Recorded Books](#)

[Weston Woods](#)

[Baker & Taylor](#)

[Review Journals](#)

# Sound Recordings



## Sound Recordings

### SELECTION OF NON-PRINT MATERIALS

- [Baker & Taylor \(advanced search with filters\)](#)
- Review Journals and Catalogs
- [2013 Notable Children's Recordings](#)
- Popular and available items

# Non-Fiction Vendors



Non-Fiction  
Vendors

## NON-FICTION VENDORS

- Quality Books
- John Gosden BIG BRAIN RESOURCES
- **Booksmiths**

Vendors represent a variety of publishers

# Questions???

