

Collection Management Competency Set Portfolio Development Suggestions March 31, 2011

Library Support Staff who work in collection management support coworkers and library users by assisting with the processes that put library materials on the shelf or online. Collection management work requires knowledge and abilities in many aspects of this fundamental library work, including understanding publishers, vendors, budgets and accounting, how to resolve problems, preparing items for use and caring for items after they have been well used.

These Portfolio Development Suggestions (PDS) includes examples of possible activities you might use to demonstrate your achievements for each competency in this set. These activities or activities that you design yourself will be the primary documentation of your achievements for your online portfolio.

You might recognize some of these activities as experiences you have already had at work. You may also choose to use these as ideas for new self-directed learning projects and ways to demonstrate what you learned.

These are ONLY examples to help you get started thinking about both what experiences you already have related to specific competencies and what new learning you may want to pursue. While you may choose to use some of these suggestions for your Collection Management portfolio, you may also choose other relevant activities from your experience or new learning activities to demonstrate your proficiency in each competency.

The goal is to demonstrate that you have achieved the competencies. Your documentation may be a written narrative, a video, an audio recording or digitized copies of documents you have already prepared in your work experience. You may submit these documents in any format that can be uploaded into your online portfolio. Remember to make a clear link between the competency and the document so that evaluators will know what competency you are demonstrating. When appropriate, you may also apply documentation for one competency to another competency. If so, indicate that in your portfolio.

Helpful Hints

In order to complete some of the activities you may need to conduct research. This research may be from print resources, web resources, visits to and observations of other libraries and interviews with library staff or library users. If you need to conduct



research to complete one of the activities listed below, be sure to cite the resources that you consulted and your personal opinion of what you learned.

Some of the PDSs ask for a bibliography. Usually a bibliography should include notations that are both descriptive and evaluative. Descriptive means your notation briefly describes what is relevant; evaluative means your opinion about what you read.

In some cases, we suggest that you compare and contrast what happens in at least two libraries or other settings. Compare and contrast means that you identify the similarities and differences between the way different libraries or other settings operate. If you currently work in a library, you may use that library as one of the examples. You may use the same type of library for comparison (public OR academic) or different types of libraries (public AND academic). Unless the suggested activity specifically indicates that you should look for examples in BOTH public and academic libraries, you may choose which types you would like to compare and contrast. You can discover how other libraries operate by conducting online research or by visiting another library and interviewing its staff.

You may also be asked to analyze or describe “your community.” Community is a broad term that could mean the community served by a public library or the higher education community served by an academic library.

In Summary

In summary, in order to submit this competency set as completed, you are expected to demonstrate that you have achieved each of the 14 individual competencies in the Collection Management competency set. However, you are NOT expected to complete all of the examples listed with each competency.

Good luck as you achieve this competency set.

Library Support Staff will know:

Competency 1: The functionality of integrated library systems.

Portfolio Development Suggestions

1.1 Describe, in detail, three different collection management functions of an integrated library system. Some of these functions might include items on order, order status, inventory and lost items.



1.2 List the advantages and disadvantages of a specific library's integrated library system's collection management functions and explain what improvements and changes, if any, you would recommend to the vendor.

Competency 2: The general purpose of collection management in libraries.

Portfolio Development Suggestions

2.1 Prepare a bibliography of five articles and, with brief notations, identify basic the principles of collection management. Your notations should be both descriptive and evaluative. Write a one-page essay about one new direction or trend in collection management.

2.2 Collect sample collection management policies from at least three different libraries of varying type and size. Compare and contrast these policies; which ones do you think are best and why?

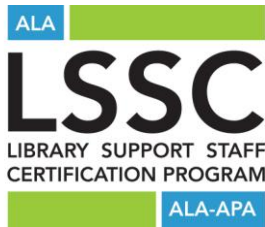
2.3 Observe and interview a librarian in a collection management department for a minimum of three hours. At the conclusion of your observation, summarize what you consider to be the five most important principles associated with collection management work. Ask the librarian you observed to review and comment on your work. Does the librarian agree with your selection of the five most important principles? Revise your original work showing how the librarian's opinion changed your own thinking.

Competency 3: The basic principles of selecting and discarding of all types of library materials.

Portfolio Development Suggestions

3.1 For a minimum of three hours, observe and interview a librarian who selects and/or discards library materials. At the conclusion of your observations, summarize what you consider to be the five most important principles associated with this work. Ask the librarian you observed to review and comment on your work. Does the librarian agree with your selection of the five most important principles? Revise your original work showing how the librarian's opinion changed your own thinking.

3.2 Prepare a bibliography of five articles with brief notations on the principles of selecting and discarding library materials. Your notations should be both descriptive and evaluative. Write a one-page essay about one of the trends that libraries face in this work.



3.3 Collect sample policies on selection and discarding from at two different libraries of varying type and size. Compare and contrast these policies; which ones do you think are best and why?

Competency 4: Basic principles for ordering, processing, and claiming all types of library materials.

Portfolio Development Suggestions

4.1 Observe and interview a librarian who works in the acquisition or processing department. At the conclusion of your observations, summarize what you consider to be the five most important principles associated with this work. Ask the librarian you observed to review and comment on your work. Does the librarian agree with your selection of the five most important principles? Revise your original work including a brief discussion on how the librarian's opinion did or did not change your thinking.

4.2 Prepare a bibliography of five articles with brief notations on the principles of ordering or processing of all types of library materials. Your notations should be both descriptive and evaluative. Write a one-page essay about one of the new directions or trends that libraries face in this work.

4.3 Collect sample policies on ordering and processing from at two different libraries of varying type and size. Compare and contrast these policies; which ones do you think are best and why?

Competency 5: Basic organization of the publishing industry and familiarity with vendors of materials, supplies, equipment, and services.

Portfolio Development Suggestions

5.1 Provide definitions for the following terms: publisher, vendor, distributor and jobber. List at least one example for each of these terms. Explain vendors/publishers/jobbers for library materials.

5.2 Create a list of at 20 terms and definitions that are frequently used in publishing or in vendor relationships. Explain the reasons for your selection of these terms.

Competency 6: The value of cooperating with other libraries to enhance services.

Portfolio Development Suggestions



6.1 Describe a cooperative library partnership within your state or region. What types of libraries are members of the system? What is the role of a member library and what benefit do libraries and its users receive? What specific benefits or problems can you identify for a library's collection management functions?

6.2 Explain how you would answer a library user who says, "I don't want my library's materials to be shared with other libraries. I want them to stay right here because my taxes bought them!"

Competency 7: Basic principles for preserving all types of library materials.

Portfolio Development Suggestions

7.1 Observe and interview a librarian who works in the preservation department. At the conclusion of your observations, summarize what you consider to be the five most important principles associated with this work. Ask the librarian you observed to review and comment on your work. Does the librarian agree with your selection of the five most important principles? Revise your original work showing how the librarian's opinion changed your own thinking.

7.2 Prepare a bibliography of five articles with brief notations on the principles of preserving all types of library materials. Your notations should be both descriptive and evaluative. Write a one-page brief essay about one of the trends or new directions that libraries face in this work.

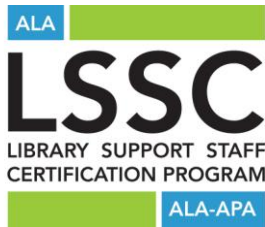
Library Support Staff will be able to:

Competency 8: Use standard sources to assist with collection development and procurement.

Portfolio Development Suggestions

8.1 Compare and contrast four standard sources used in collection development and ordering and identify the strengths and weaknesses of each. Explain how and why you verify bibliographic information during the ordering process.

8.2 Video, audio tape or provide a script of a guide for a newly hired Library Support Staff whose duties include assisting with selecting and ordering library items. Include all the steps involved in selecting and ordering library resources for the collection, noting any differences between types of resources.



Competency 9: Apply effective procedures for verifying, ordering, and receiving orders; resolving problems; and accounting for expenditures.

Portfolio Development Suggestions

9.1 Describe the steps a library uses to order, receive, verify, and invoice materials. Describe experiences in resolving problems, such as damaged or out-of-stock materials, and how a library can record and track encumbrances. Include a flowchart to illustrate these steps.

9.2 Provide copies of verifications, orders and invoices that you've worked with in a library. Label each with a short description of the procedure involved. You may create a PowerPoint or other media file for this.

9.3 Describe, in general, a library's budget tracking and reporting procedures in acquisitions. Discuss any reports or spreadsheets used by a library and what software is used.

9.4 Video, audio tape or provide a script of a guide for a newly hired Library Support Staff whose duties include ordering, tracking and reporting expenditures in acquisitions. Include all of the steps in the library's process.

Competency 10: Apply appropriate methods and techniques for accurate preparation of all library materials.

Portfolio Development Suggestions

10.1 Describe the methods and techniques a library uses to prepare all types of library materials, include hardback books, paperbacks, serials and one type of non-print item. Create this information using a flowchart, a narrative or a PowerPoint.

10.2 Video, audio tape or provide a script of a guide for a newly hired Library Support Staff whose duties include preparing books and magazines for circulation.

Competency 11: Maintain the collection using standard preservation techniques.

Portfolio Development Suggestions

11.1 Describe how you have been involved in preserving parts of a collection and what techniques you used for preservation. What criteria was used to determine that a resource was worthy of preservation? Describe what techniques are appropriate for at least four types of library materials



11.2 Design a brochure or a video explaining to library users why they should not perform home repair on library materials.

11.3 Make a list of the most common types of damage to library books that happen during circulation and within a library building. What are the visible signs of each? What are the options for recovery, repair or replacement of each? What criteria were used to determine whether an item is repaired or replaced?

Competency 12: Use standard methods for material rebinding and storage.

Portfolio Development Suggestions

12.1 Describe the methods that a library uses for rebinding and storage of library materials. Discuss types of storage issues, including any digitization of materials.

12.2 Video, audio tape or provide a script of a guide for a newly hired library Support Staff whose duties include preparing items for rebinding or storage.

Competency 13: Assist with decisions regarding weeding, material retention and replacement.

Portfolio Development Suggestions

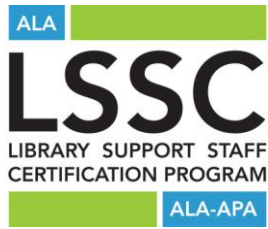
13.1 Describe how a library determines when to discard an item or to replace it. Discuss any use of statistics, standard sources of materials or other criteria.

13.2 Discuss a library's options on repairing or replacing materials. Be specific about the type of material you are discussing—whether it is a book, serial or non-print item. Describe the options for replacement, such as standard purchasing, exchange programs or purchasing out-of-print books. If a library has non-print materials, describe the options for replacing items that are no longer available in a current format; for example, replacing a videotape.

Competency 14: Explain and apply the library policy for accepting gifts of materials.

Portfolio Development Suggestions

14.1 Describe a library's policy in accepting gifts, the procedures for evaluating gift items and what is done with individual items that are not accepted.



14.2 Design a brochure or a video explaining to library users the library's gift policy.