Library Support Staff who work in collection functions support coworkers and library users by assisting with the processes that put library resources on the shelf or online. This 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 resources for use, and caring for items after they have been well used.

1. **Library Support Staff (LSS) know how to use integrated library systems, other appropriate online tools, and data to manage collections.**

   **Portfolio Development Suggestions**

   1.1 Describe, in detail, three different collection management functions of an Integrated Library System (ILS). Some of these functions might include resources on order, order status, inventory, and lost items. What would you recommend to improve these functions?

   1.2 Identify at least three online tools that a library uses to manage its collections. Describe each tool and its specific function in managing the library’s collections. Do you have suggestions for making these online tools more useful to a library?

   1.3 Research three different ILS systems and describe the features they offer in the area of collection management. Compare and contrast the systems. Based on your analysis, what functions would you choose from each system and why?

   1.4 Describe how a library uses the ILS and other online tools to produce reports that show the use of its collections, both physical and digital collections. What improvements and changes, if any, would you recommend in these reports? How does the library use these reports in making decisions about the library’s collections?

2. **LSS know the basic principles of collection development and management.**

   **Portfolio Development Suggestions**

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

   2.2 Collect sample collection policies from three libraries of varying type and size. Compare and contrast these policies. Which ones do you think are best and why?

   2.3 Schedule an interview and observation appointment with a librarian in a collection department. At the conclusion of your observation and interview, summarize what you
consider are the five most important principles associated with collection work. Ask the librarian you observed to review and comment on your work. Respond to the comments on your ideas, describing how the librarian’s opinion did or did not change your own thinking.

3. **LSS assist with decisions regarding selection, de-selection, retention, and replacement of all types of library resources.**

**Portfolio Development Suggestions**

3.1 Schedule an interview and observation appointment with a librarian who selects and/or discards library resources. At the conclusion of your observation and interview, summarize what you consider are the five most important principles associated with this work. Ask the librarian you observed to review and comment on your work. Respond to comments on your ideas, describing how the librarian’s opinion did or did not change your own thinking.

3.2 Prepare a bibliography of five articles with brief notations on the principles of selecting and discarding library resources. 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 selecting, weeding, and replacing resources from three libraries of varying type and size. Compare and contrast these policies. Which aspects do you feel are the best and why?

4. **LSS know the basic principles and can apply the appropriate procedures to the processes that provide users access to a wide variety of content.**

**Portfolio Development Suggestions**

4.1 Schedule an interview and observation appointment with a librarian who works in the acquisition or processing department. At the conclusion of your observation and interview, summarize what you consider are the five most important principles associated with this work. Ask the librarian you observed to review and comment on your work. Respond to the comments on your ideas, describing how the librarian’s opinion did or did not change your own thinking.

4.2 Prepare a bibliography of five articles on the principles of acquiring and making all types of library resources available to users. 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 collection development and management.

4.3 Collect sample policies on acquiring and making library resources available to users from three different libraries of varying type and size. Compare and contrast these policies. What aspects of each do you think are best and why?
5. **LSS know the various ways in which content, in multiple formats, is produced and distributed to libraries.**

**Portfolio Development Suggestions**

5.1 Provide definitions for the following terms: publisher, vendor, distributor, and jobber. List at least one example of an organization or company in each of these categories. What criteria might be used in choosing vendors, publishers, distributors, and jobbers for library resources? Are the same criteria used in choosing each?

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

5.3 Summarize how the publishing industry has changed in the last five years. Include a discussion of how e-books and self-publishing models affect a library. Describe how a library is responding to new trends in the publishing industry.

6. **LSS understand the value of resource sharing agreements and apply them to collection decisions.**

**Portfolio Development Suggestions**

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

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!”

7. **LSS know the recognized standard evaluative sources to assist with collection development.**

**Portfolio Development Suggestions**

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

7.2 Create a guide for a newly hired library support staff member whose duties include assisting with selecting and ordering library resources. Include all the steps involved in selecting and ordering library resources for the collection, noting any differences between types of resources.
8. LSS know the principles and basic practices regarding the preservation of library resources.

**Portfolio Development Suggestions**

8.1 Schedule an interview and observation appointment with a librarian who works in the area of preservation, library archives, or digitization. At the conclusion of your observation and interview, summarize what you consider are the five most important principles associated with this work. Ask the librarian you observed to review and comment on your work. Respond to comments on your original ideas, describing how the librarian’s opinion did or did not change your own thinking.

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

9. LSS apply appropriate methods and techniques for accurate preparation of library resources.

**Portfolio Development Suggestions**

9.1 Describe the methods and techniques a library uses to prepare hardback books, paperbacks, serials, and two types of nonprint items. Document or describe these techniques using a flowchart, a narrative, or a presentation.

9.2 Create a guide for a newly hired library support staff member whose duties include preparing library resources for circulation or use. Include all of the steps in the library’s process.

10. LSS can explain and apply policies regarding library collections.

**Portfolio Development Suggestions**

10.1 Collect collection policies from two libraries of different types. Compare and contrast two areas of these policies, for example, the gift policy or de-selection or weeding policies. Choose one of these areas and write a guide for that library’s users explaining the policy.

10.2 Prepare a bibliography with brief notations of five articles on the topic of communicating a library’s collections policies to its users. Your notations should be both descriptive and evaluative. Write a one-page essay about one of the trends or new directions that libraries face in this work.